



## DEPARTMENT OF THE NAVY

COMMANDER NAVAL SURFACE RESERVE FORCE

NEW ORLEANS, LOUISIANA 70146-5100

COMNAVSURFRESFORINST 5400.1C  
N01A

**14 APR 1999**

COMNAVSURFRESFOR INSTRUCTION 5400.1C

Subj: COMMANDER, NAVAL SURFACE RESERVE FORCE (COMNAVSURFRESFOR) STAFF  
ORGANIZATION MANUAL

Ref: (a) OPNAVINST 3120.32C  
(b) COMNAVRESFORINST 5400.17C

1. Purpose. To issue the COMNAVSURFRESFOR Staff Organizational Manual per references (a) and (b). This instruction has been completely revised and should be read in its entirety.
2. Cancellation. COMNAVSURFRESFOR 5400.1B
3. Scope. The COMNAVSURFRESFOR Staff Organizational Manual is the official compilation of the organizational mission, task, and function statements for this command.
4. Discussion. This instruction reflects recent internal restructuring of the COMNAVSURFRESFOR staff to better execute the mission of this command to maintain the assigned personnel and equipment in a state of readiness and availability which will permit rapid employment if partial or full mobilization occurs. Realignment of staff functions has been designed to more accurately focus on this mission and to reaffirm traditional chain of command accountability and responsibility principles for the Surface Reserve Force.

  
J. F. BRUNELLI

Distribution: (COMNAVRESFORINST 5218.2B)

List A (A3 (N095) only)  
B1 (23C, 42RR, FR15 only)  
B2 (FR9, 26X, 26TTT only)  
C1 (26R1, 26R2 Groups only)  
C2 (C61D only)

NAVRES 5215/3 (REV 2-86)

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The Commander, Naval Surface Reserve Force, is an echelon III command under the Commander, Naval Reserve Force responsible for the operation and training of Naval Surface Reserve Force units. The mission of the Naval Surface Reserve Force is to maintain assigned personnel and equipment in a state of readiness and availability which will permit rapid employment if partial or full mobilization occurs and to provide peacetime contributory support to the active Navy as requested.

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## SECTION II

COMMANDER, NAVAL SURFACE RESERVE FORCE

N00 (Area Commander - NOBC 9009)

1. Function. To command and direct the administration of the Naval Surface Reserve Force, including management of those Naval Reserve resources under his purview, and to perform such other functions or tasks as may be directed by the Chief of Naval Operations (CNO) and/or Commander, Naval Reserve Force (COMNAVRESFOR).

2. Task

a. Commands, manages, and administers the COMNAVSURFRESFOR programs under the policies prescribed by the CNO and COMNAVRESFOR.

b. Directs the effectiveness of resource management, training, and administration of the Naval Surface Reserve Force (NAVSURFRESFOR), as appropriate, to ensure the responsiveness and mobilization readiness of NAVSURFRESFOR to meet the requirements prescribed by CNO.

c. Conducts necessary liaison with commands, bureaus, and offices to obtain resources required for readiness of the NAVSURFRESFOR to include the following:

(1) Plans, programs, and budgets for mobilization equipment, non-technical training equipment, and logistic support equipment. Develops requirements, establishes priorities, allocates funds, and directs or oversees procurement of nontechnical training equipment and logistic support equipment and material for designated COMNAVSURFRESFOR activities.

(2) Submits requirements for training aids, training devices, and technical training equipment to appropriate training support agencies for timely insertion into the programming and budgeting system.

(3) Directs facilities management functions.

d. Recommends and/or effects the establishment, disestablishment, and modification of Naval Reserve Force (NRF) assets as directed by the CNO.

e. Recommends and/or effects the establishment and disestablishment of programs and units of the NAVSURFRESFOR as directed by the CNO.

f. As required by the CNO, and under the guidance of the Commander, Naval Personnel Command (COMNAVPERSCOM); and COMNAVRESFOR, plans for the implementation of personnel processing procedures for recall of assigned Naval Reserve units and individuals when activation is directed.

g. Performs all type commander functions for Expeditionary Logistics Support Force, Inshore Boat Squadron, and Reserve Fleet Hospitals.

h. Reviews and approves the consolidated operating schedule and coordinates with the fleet commanders in all matters concerning NRF ship readiness and training.

i. Adjudicates hotline complaints within the force.

j. Signs fitness reports for all officers assigned to the Commander. Signs captain on captain endorsements on fitness reports.

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k. Approves personal awards, Navy and Marine Corps Achievement and Navy Commendation Medals for lower echelons.

l. Responds to personal correspondence and sends congratulatory letters as required.

AIDE**14 APR 1999**

N00A (NOBC 9935)

1. Function. Personal aide to the Commander. Responsible to COMNAVSURFRESFOR for such personal duties as assigned.

2. Task

a. Responsible for action on matters relating to uniforms, honors, ceremonies, official visits, and general protocol.

b. Acts on matters relating to entertainment and social functions that the Commander is invited to. Coordinates arrangements as necessary.

c. As Flag transportation officer, arranges matters of:

(1) Berthing, transportation, scheduling, and other logistic functions in conjunction with official visits by the Commander.

(2) Controls use of boats and vehicles assigned to COMNAVSURFRESFOR.

(3) Travels with the Commander, when required.

d. Assists the Commander in all administrative matters. Supervises the flag office.

e. Coordinates daily, weekly, monthly, and yearly schedules as required, resolving conflicts when they arise.

f. Acts as Division Officer for enlisted personnel assigned to the Admiral's office.

g. Assists with and coordinates official social functions at the Commander's quarters, as directed.

h. Ensures Very Important Persons (VIP) and distinguished visitors have proper quarters and transportation. Coordinates all visits as required.

i. Other duties as may be assigned.



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EXECUTIVE SECRETARY

N00S

1. Function. Serves as the personal secretary and receptionist to the Commander. Provides clerical and administrative assistance to assist with facilitating the orderly execution of management responsibilities and the smooth functioning of the executive office.

2. Tasks

a. Screens visitors and callers to the Commander. Schedules visits and calls.

b. Maintains and updates, as required, a telephone listing/directory of all heads of local and state government, congressional directory, officials of local and national service organizations, and members of the consular corps in the area.

c. Proofreads and edits all correspondence routed to the Flag Office for the Commander's signature. Establishes correspondence control procedures ensuring proper routing and preparation.

d. Composes and prepares letters, invitations, and memoranda as directed.

e. Sets up and maintains official and personal correspondence files.

f. Ensures necessary background data information is included with correspondence routed to the Commander for review, i.e., reports, speeches, briefing material. Ensures data is arranged for easy and ready reference.

g. Makes arrangements for meetings and conferences including setting up meeting spaces, attendance and required materials.

h. Handles the details of military-social and civic functions hosted by the Commander such as guests lists, invitations and RSVPs. Maintains historical files regarding these functions.

i. Maintains the Commander's daily, weekly, monthly, yearly calendars, and social agenda. Schedules meetings and appointments.

j. Operates state of the art microprocessor and word processing and office automation software. Uses a Local Area Network (LAN) and International Network (INTERNET) communications as directed and necessary to carry out duties.

k. Prepares, compiles and types travel claims for the Commander. Verifies travel expenditures, tracks travel claim liquidation and maintains travel files for the Commander.

l. Assists with matters of uniform regulations, honors, ceremonies and protocol, as directed.

m. Serves as the Flag Social Coordinator.

n. Performs other duties as may be assigned.

**14 APR 1999**FLAG WRITER/ADMIN ASSISTANT

N00W (NEC 2514)

1. Function. Provides assistance and support to COMNAVSURFRESFOR on matters of both personal and official in nature. Advises the Commander on all administrative and correspondence matters.

2. Tasks. Responsible for action on matters relating to Flag Office routine. Performs the following duties:

a. Assists in coordinating daily, weekly, monthly, and yearly schedules for the Commander.

b. Assists with travel arrangements for the Commander, as directed.

c. Tracks and prepares fitness reports for the Commander's signature on all officers for whom COMNAVSURFRESFOR is the reporting senior. Ensures the fitness reports are mailed.

d. Prepares official and personal correspondence, as directed.

e. Assists with coordination of VIPs and distinguished visitor visits, as directed.

f. Reviews and directs correction of correspondence, if required, prepared for the Commander's review or signature. Logs in/out and tracks correspondence prepared for the Commander's review or signature.

g. Serves as the Commander's receptionist, in the absence of the Executive Secretary.

h. Maintains the Commander's correspondence files in the absence of the Executive Secretary.

i. Performs other duties as may be assigned.

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COMMAND MASTER CHIEF

N00C (NEC 9580)

1. Function. Advises and assists COMNAVSURFRESFOR on all command and force matters relating to enlisted personnel and enlisted management and policy.

2. Tasks

a. Maintains and promotes effectiveness and efficiency of the chain of command.

b. Assists the Commander in all matters pertaining to welfare, health, job satisfaction, morale, usage, and training of enlisted personnel to promote traditional standards of good order and discipline.

c. Advises the Commander on formulating and implementing changes in policy concerning enlisted members.

d. Attends meetings as directed by the Commander to keep apprised of current issues and provides a representative enlisted input.

e. Participates in ceremonies honoring command members, including reenlistment ceremonies.

f. When appropriate, represents or accompanies the Commander to official functions, inspections, and conferences.

g. Participates in receptions and hosting of official visitors to the command.

h. Upon invitation, and as approved by the Commander, represents the command and the Navy at community and civic functions.

i. Participates in, coordinates, or monitors the following, as appropriate:

- (1) Command Orientation/Indoctrination
- (2) Command Sponsor Program
- (3) Chief Petty Officer/Petty Officer Indoctrination Courses
- (4) Command Retention Team
- (5) Awards Board
- (6) Sailor of the Quarter/Year Selection Boards
- (7) Human Resources Management Program
- (8) Family Services Program; e.g., OMBUDSMAN, Family Service Centers
- (9) Bachelor Enlisted Quarters Program
- (10) Habitability Program
- (11) Commissary and Navy Exchange Advisory Boards
- (12) General Mess Advisory Board
- (13) Humanitarian Reassignment/Hardship Discharge Screening boards.

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- (14) Family Advocacy Program representative
  - (15) Recreation Advisory Board
  - (16) Senior member of Disciplinary Review Board
  - (17) Professional Development Board
  - (18) Senior enlisted member on the Command Assessment Team
  - (19) Coordinates Chief Petty Officer initiations
  - (20) Senior enlisted member on the enlisted evaluation ranking board.
  - (21) Member Executive Steering Committee.
- j. Coordinates assignment of new personnel, requests for transfer or reassignment of existing personnel. Coordinates staff check in and out.
- k. Performs other duties as may be assigned.

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## SECTION III

DEPUTY COMMANDER

N00B (NOBC 9009/9015)

1. Function. The Deputy Commander exercises such executive authority with respect to NAVSURFRESFOR as the Commander may delegate. Assists and counsels the Commander in all matters related to executing the mission of the NAVSURFRESFOR. Responsible to the Commander for ensuring the organization, administration, training, readiness, and operations of the command are carried out in conformance with the policies, plans, and intentions of the Commander. Acts for the Commander when absent.

2. Tasks

a. Acts as the principal advisor and assistant to the Commander on all matters affecting the functioning of the staff and the force.

b. Assists the Commander in the discharge of their responsibilities.

c. Renders decisions and initiates action on matters for which COMNAVSURFRESFOR policies have been established.

d. Advises, assists, and directs the field commanders in the execution of their duties. Serves as the principal interface for field commanders on policy issues.

e. Reviews and initiates current and long-range plans necessary for an effective and vital Surface Reserve Force including manning, facilities, management information, training, and readiness.

f. Keeps informed on all major issues, duties, and accomplishments of the various staff elements.

g. Serves as senior member of the COMNAVSURFRESFOR command inspection team.

h. Coordinates the planning for, and review of, reports of inspections and surveys on activities within the NAVSURFRESFOR. Establishes inspection procedures and policies.

i. Keeps the Commander fully informed on all matters of importance relating to the mission and progress of the Force and staff.

j. Authorized as the delegated approval authority for all awards for Navy and Marine Corps Commendation Medals and below. Makes recommendations on higher level awards. When required, interfaces with field commanders on award submissions.

k. Senior member of the staff Executive Steering Committee.

l. Serves on other COMNAVRESFOR/COMNAVSURFRESFOR/Naval Support Activity (NAVSUPPACT) New Orleans boards as assigned.

m. Travels on behalf of the Commander and acts in their place as guest speaker at meetings and conferences when directed.

n. Represents the Commander at routine periodic meetings held by COMNAVRESFOR, NAVSUPPACT New Orleans, and other local commands and agencies.

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o. Advises the Commander on performance appraisals of staff officers and subordinate echelon IV commanders.

p. Serves as the immediate supervisor of the COMNAVSURFRESFOR Directors of Facilities (DIRFAC) field offices.

q. Signs COMNAVSURFRESFOR directives and notices that do not require the Commander's signature.

r. Delegated reporting senior signature authority for fitness reports and evaluations in the absence of the Commander.

s. Approves all unit location recommendations for NAVSURFRESFOR.

t. Performs other duties as may be assigned or directed by the Commander.

**14 APR 1999**CHIEF OF STAFF

N01 (NOBC 9034)

1. Function. Assists the Commander by coordinating activities of staff officers, directing staff activities, office organization, and routine. Plans and advises on organization and staffing of staff and field activities. Directs preparing staff work and guides work efforts of staff, exercising supervision over departments and ensuring completed staff work is submitted to the Commander. Interprets and implements orders, regulations, and directives from higher authority. Directs public relations. Serves as the major contact point for other commands. Organizes and participates in staff conferences.

2. Tasks

a. Acts as the principal assistant to the Commander on all administrative matters including correspondence, schedules, fitness reports, enlisted and civilian performance evaluations, speeches, and other administrative duties as assigned.

b. Ensures the organization, readiness, training, administration, and operation of the staff are carried out in conformance with the policies, plans, and intentions of the Commander.

c. Directs, supervises, and coordinates the work of the staff and is responsible for the staff's efficient functioning through the Directors, Special Assistants, and Flag Office.

d. Assigns major tasks to the Directors and Special Assistants to ensure their most expeditious and efficient accomplishment. Keeps the Commander and Deputy fully informed on matters relating to the tasks assigned to the staff for action.

e. Keeps informed on all matters pertaining to the duties and accomplishments of the various staff elements.

f. Reviews Hotline complaints and directs Hotline investigations to be conducted by staff members or subordinate commanders as necessary.

g. Approves or disapproves Temporary Additional Duty (TAD) requests for Directors and Special Assistants.

h. Coordinates field commanders conferences and other meetings or conferences involving the Commander and senior staff. Compiles and publishes minutes from these conferences.

i. Coordinates with the Surface Training and Administration of the Naval Reserve (TAR) detailee on staff officer gains and losses. Makes staff officer duty assignments and reassignments as required.

j. Coordinates COMNAVSURFRESFOR staff and field officer attendance at Naval Reserve Advanced Management Seminars and other special schools, courses, or boards.

k. Member of Staff Executive Steering Committees.

l. Interfaces with echelon IV field commanders such as Hotline complaints, Congressional inquiries, awards submittals, Judge Advocate General (JAG) Manual investigations, etc.

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m. Reviews Congressional correspondence, directs the preparation of appropriate responses and signs the responses.

n. Supervises the preparation of fitness reports for COMNAVSURFRESFOR staff members and other officers for which the Commander is the reporting senior.

o. Coordinates all staff ceremonies (e.g., retirement, reenlistment, awards).

p. Performs other duties as may be assigned.



DIRECTOR, COMMAND SERVICES**14 APR 1999**

N01A (NOBC 2615)

1. Function. Reports to the Chief of Staff. Provides services to the staff in administrative areas. Responsible for administrative services including standardization of these services. Exercises management control of the NAVSURFRESFOR staff (organization), procedures, forms, reports, records correspondence, mail, and directives. Provides military and civilian personnel services. Serves as the central point of contact for all internal staff personnel matters. Provides guidance to field activities and assists in the evaluation and inspection of Surface Reserve activities.

2. Tasks

a. Executes the administrative responsibilities of the command including the direction of prescribed administrative procedures and programs. Coordinates all administrative areas.

b. Advises the Deputy Commander and Chief of Staff on matters concerning the administration and organization of NAVSURFRESFOR (headquarters) staff.

c. Distributes incoming mail; controls action items on tickler. Serializes all outgoing correspondence and ensures proper mailing and distribution.

d. Maintains a central file of all documents produced by the command.

e. Tracks, prepares responses for, forwards investigations of all Congressional inquiries received by the command.

f. Tracks, directs/conducts investigation, prepares endorsements, and maintains liaison with COMNAVRESFOR Inspector General on all Hotline investigations received by the command.

g. Serves as the point of contact for (liaison with) all subordinate commands, other government agencies, professional organizations, and private enterprises for all administrative matters,

h. Administers the Command Awards Program.

i. Electronically routes all daily incoming messages to all directorates. Prepares all Naval messages for release; maintains date, time, group Log and message files; maintains command General Message files. Controls and routes all classified and personal for messages, Provides administrative expertise on all message issues and coordinates (liaisons) with COMNAVRESFOR Message Center.

j. Serves as staff Personnel Officer. Provides personnel support to the staff.

k. Establishes tracking log for enlisted evaluations. Oversees preparation and ensures timely submission of evaluations. Coordinates board to determine promotion summary groups.

l. Provides administration for legal matters such as NJP.

m. Prepares staff TAD orders, estimating costs and using electronic accounting. Conducts quality check on travel claims, tracks and forwards claim to Personnel Support Detachment (PERSUPPDET) for payment. Controls

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incoming checks until delivered to members. Serves as staff liaison for travel/travel claim issues with COMNAVRESFOR (N8) and PERSUPPDET.

n. Serves as administrative assistant to COMNAVSURFRESFOR Senior Inspector (General assistant), coordinating all inspections, inspection preparations, and post inspection reports. Maintains inspection files.

o. Advises the Deputy Commander and Chief of Staff on civilian personnel matters. Serves as liaison between the command and the COMNAVRESFOR Civilian Personnel Special Assistant.

p. Coordinates all COMNAVSURFRESFOR sponsored command level conferences (i.e., field commanders', Readiness Command (REDCOM), etc).

q. Member of Executive Steering Committee.

r. Administers the command Travel Card program.

s. Performs other duties as may be assigned.

#### ASSISANT DIRECTOR, COMMAND SERVICES

N01A1

1. Function. Reports to the Director, Command Services. Directs military and civilian personnel in the execution of all administrative responsibilities for the staff. Provides services to the staff in all administrative areas.

#### 2. Tasks

a. Serves as the assistant to the Director of Command Services on all administrative and staff personnel matters.

b. Serves as the principle assistant to the Chief of Staff/Deputy on all inspection matters.

c. Ensures all policies and procedures for command administrative matters are carried out and properly implemented. Makes recommendations for changes, where warranted.

d. Reviews all incoming award submissions for technical accuracy. Rewrites citations if required.

e. Reviews incoming correspondence to determine if it is action correspondence and ensures it is properly controlled and routed for action.

f. Prepares or directs the preparation of correspondence.

g. Performs other duties as may be assigned.

#### DIRECTOR, FINANCIAL MANAGEMENT

N01B (NOBC 1025)

1. Mission. Supports the command responsibilities for the Commander in the execution of their legal and administrative financial management duties.

2. Function. Reports to the Chief of Staff. The Director of Financial Management serves as the primary financial advisor to COMNAVSURFRESFOR for all issues concerning the Operations and Maintenance, Naval Reserve (O&MNR), Reserve Personnel, Navy (RPN), and Other Procurement, Navy (OPN) appropriations allocated to the Surface Reserve Force.

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- a. Reviews all annual and future year operating budgets for COMNAVSURFRESFOR and echelon IV activities. Performs analysis and provides recommendations to the Commander for all budgeting, distribution of midyear review funding, and reprogramming to ensure priority requirements are adequately funded within legal funds authority.
- b. Monitors the execution of all COMNAVSURFRESFOR and echelon IV activity operating budgets (O&MNR), personnel accounts (RPN), and investment programs (OPN). Responsibility includes financial plan monitoring, resource usage analysis, and financial regulation and policy oversight.
- c. Maintains communication and financial reporting with COMNAVSURFRESFOR Staff, program management, and echelon IV activities.
- d. Provides monthly and as required, status reports to the Commander regarding all budgeting and execution.
- e. Serves as the NAVSURFRESFOR point of contact for all accounting and financial management systems.
- f. Serves as the NAVSURFRESFOR point of contact for financial matters to higher authority including COMNAVRESFOR, CNO (N095), and the Navy Comptroller.
- g. Serves as the NAVSURFRESFOR point of contact for all procurement of goods and services to support Training (devices, curricula and services), Mission Forces (hardware operations and maintenance) and Automatic Data Processing (ADP)/Management Information Systems (hardware and software).
- h. Serves as the NAVSURFRESFOR civilian payroll budget management authority for staff and echelon IV commands.
- i. Reviews the NAVSURFRESFOR Future Year Defense Plan (FYDP) summary to ensure force objectives are adequately funded. Provides financial analysis and impact assessments for FYDP shortcomings and Program Objective Memoranda (POM) submissions. Serves as a member of the Junior Requirements Review Board (JRRB).
- j. Briefs visiting officials and senior management on Surface Reserve financial issues.
- k. Supervises and provides taskings to assigned military and civilian personnel (Budget Analyst and Budget Assistant).
- l. Member Executive Steering Committee.
- m. Prepares lesson plans and conducts presentations at the Naval Reserve Professional Development Center Prospective Commanding Officer course and for the Senior officer/Reserve Liaison Officer (RLO) course.
- n. Serves as a member of the RPN working group.
- o. Performs other duties as may be assigned.

## SECTION IV

**14 APR 1999**DIRECTOR, MANPOWER AND PERSONNEL

N1 (NOBC 3943/3965)

1. Mission. Manages, coordinates, and directs Reserve manpower and personnel functions for the command, and executes policies from higher echelons.

2. Function. Reports to the Chief of Staff for matters pertaining to Reserve personnel or billet issues and keeps the Chief of Staff informed of the status of assigned programs and projects. Supervises and monitors the allocation and use of personnel resources in the Naval Surface Reserve per established policies. Implements programmatic requirements in structuring of billets and units for resource sponsors and gaining commands. Responsible for the formulating personnel and billet management policies for the Naval Surface Reserve.

3. Tasks

a. Tasks appropriate staff divisions and personnel and monitors progress to ensure timely and efficient completion of assigned responsibilities.

b. Monitors, coordinates with, advises, and assists echelon IV commanders in the execution of their tasks and functions in relation to Reserve personnel policies to achieve the most effective and efficient personnel and billet management in the Naval Surface Reserve.

c. Monitors, coordinates with, advises, and assists echelon IV commanders in the execution of Reserve personnel screening board matters.

d. Monitors Reserve personnel end strength to meet goals assigned by higher authority.

e. Formulates policy recommendations to higher commands, for Full Time Support (FTS) and Reserve personnel related issues and billet management issues.

f. Represents NAVSURFRESFOR in conferences and working groups for echelon I, II, IV, and V commands.

e. Conducts liaison with Director, Naval Reserve Information Systems Office to implement automated systems, to develop software for Reserve personnel billet and screening board functions, and to revise and improve Reserve Training Support System (RTSS) functions to complete assigned responsibilities.

h. Assists in evaluating and completing command inspections of echelon IV activities and other Naval Reserve Activities (NRA), as directed. This task requires the generation of multiple reports and the accompanying analysis of inherent data.

i. Prepares, maintains, or revises Surface Reserve Force instructions and notices that pertain to Reserve personnel, manpower, and screening board issues,

j. Assists in command reviews of Naval Surface Reserve facilities to recommend closures, replacement and/or joint multi-service occupancy, as appropriate.

k. Develops POM issues for COMNAVSURFRESFOR.

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l. Acts as primary advisor to Chief of Staff, Deputy, and COMNAVSURFRESFOR in all Reserve Personnel matters.

m. Acts as primary point of contact in the Efficiency Review (ER) process.

n. Member of Executive Steering Committee.

o. Performs other duties as may be assigned.

PERSONNEL/MANPOWER MANAGEMNT/SELRES PERSONNEL**14 APR 1999**

N11 (NOBC 3965)

1. Function. Reports to the Director, Manpower and Personnel. Assembles data, conducts studies, convenes working groups, and monitors enlisted Selected Reserve (SELRES) personnel management in support of personnel policies in the Naval Surface Reserve. Provides liaison with echelon IV commanders in all enlisted SELRES personnel matters. Directs and implements enlisted SELRES personnel policy for the Naval Surface Reserve.

2. Tasks

a. Acts as principal advisor to Director, Manpower and Personnel on enlisted SELRES personnel issues.

b. Supervises divisional (military and civilian) personnel in COMNAVSURFRESFOR (N11) in completing assigned tasks.

c. Conducts research and prepares correspondence on SELRES enlisted personnel issues involving echelon II and above.

d. Provides input for lesson plans presented at the Reserve Professional Development Center for the Prospective Commanding Officer, Reserve Personnel Administration and Reserve Pay Clerk courses.

e. Represents NAVSURFRESFOR in conferences and working groups for echelon II, IV, and V commands.

f. Allocates and monitors execution of additional training periods throughout COMNAVSURFRESFOR to ensure compliance with annual budget limits.

g. Regularly monitors enlisted SELRES end strength for compliance within funded limits.

h. Provides daily liaison with external echelon II-V commands via telephone, e-mail, and fax to resolve personnel related questions/issues/problems.

RESERVE PERSONNEL SUPERVISOR

N11A

1. Tasks

a. Responsible for the research and processing of:

(1) Reserve Functional Area and Sex Code (RFAS) waivers

(2) Requests for transfers to the Individual Ready Reserve

(3) Reaffiliation waiver requests for echelon IV and below for unsatisfactory participation

(4) Enlisted classification requests and correspondence

b. Monitors compliance of Defense Finance Accounting Service (DFAs) for special pay for enlisted Reserve Personnel.

c. Acts as point of contact for echelon IV and below to advise and ensure compliance with enlisted SELRES policy and procedures. This task involves numerous hours of communication via telephone, fax, standard Naval messages, and e-mail for all COMNAVSURFRESFOR (11A) personnel.

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d. Acts as the Naval Surface Reserve representative for the Reserve Standard Training Administration and Readiness Support Manpower/Personnel (RSTARS MP) and Reserve Headquarters Support (RHS)/RTSS Configuration boards.

e. Uses the following databases on a daily basis to monitor execution of personnel policies: RTSS, Inactive Manpower and Personnel Management Information System (IMAPMIS), DFAS, and the Navy Locator System.

f. Acts as primary review in Reserve personnel related instructions and notices that are issued from headquarters staffs.

g. Assists in evaluating and completing command inspections of echelon IV activities and other NRAs as directed. This task requires the generation of multiple reports and the accompanying analysis of inspection results.

h. Prepares, mails, and maintains logs for all correspondence relating to above tasks and functions.

i. Conducts daily interface with RTSS to obtain reports to monitor statistics and directs corrective action where required. Reserve personnel matters that are monitored include, but are not limited to:

- (1) Unsatisfactory drillers
- (2) Personnel in a rating conversion status
- (3) In assignment processing
- (4) High year tenure
- (5) Age 60
- (6) Personnel in a temporary paygrade
- (7) Civilian skills reporting
- (8) Records review
- (9) Navy Enlisted/Officer Participation System (NEOPS)
- (10) Rating mergers/disestablishments
- (11) E1/E2 late advancements

j. Maintains oversight for the Civilian Occupational Code Indicator database. Runs statistics to monitor echelon IV compliance with policy and procedures, initiating corrective actions.

k. Monitors, tracks trends and recommends action for improving personnel readiness ("P" rating) in Surface Reserve units. This task involves the creation and accompanying research of monthly reports of over 3000 Reserve units to conduct analysis of Naval Surface Reserve manning trends.

l. Liaison with COMNAVRESFOR for Research Status Log, to assist in the research, and resolution of SELRES pay problems for echelon IV and below.

m. Screens curriculum and conducts quality analysis for Naval Reserve Professional Development Center Reserve Pay and Reserve Personnel Administration courses.

n. Performs other duties as may be assigned.

**14 APR 1999**PERSONNEL/MANPOWER MANAGEMENT OFFICER PROGRAM

N12 (NOBC 3965)

1. Function. Reports to the Director, Manpower and Personnel. Acts as primary point of contact for all matters relating to SELRES officers, SELRES command, and Senior Officer noncommand billet screening and detailing procedures in the Naval Surface Reserve.

2. Tasks

a. In capacity as head, SELRES board division, makes recommendations and follow on plans of action for the Naval Surface Reserve screening board process.

b. Drafts instructions and notices to govern SELRES screening board procedures.

c. Prepares appointment letters and precept letters for screening board flag officer presidents; conducts all necessary liaison with flag officers and echelon IV commands to complete this tasking.

d. Administers COMNAVSURFRESFOR officer accession program ensuring qualified applicants are assigned proper mobilization assignment and maintaining end strength within funded limits. Maintains database of officers awaiting accession into a pay status. Convenes a monthly review of applicants for accession.

e. Implements separation policies for failed of select officers. Monitors compliance of policies for echelon IV and below.

f. Acts as primary point of contact to resolve issues and conduct research to assist echelon IV in satisfactory completion of boards.

g. Primary assist with the contracting and development of software to automate the screening board process.

h. Conducts liaison with the COMNAVPERSCOM, U.S. Navy gaining commands, and Surface Reserve echelon IV commands to create and implement a credible screening board process.

i. Administers the Naval Surface Reserve National Selection Board each year.

j. Administers selection of SELRES officers to **serve** as members of Reserve statutory and administrative boards.

k. Monitors Reserve officer end strength to meet goals assigned by higher authority.

l. Supervises divisional military and civilian personnel.

m. Conducts research and prepares correspondence on SELRES officer personnel issues including billet assignment and NOBC waivers.

n. Performs other duties as may be assigned.



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MANPOWER/PLANNING FORCE STRUCTURING/UNIT PLACEMENT

N13 (NOBC 3943)

1. Function. Reports to the Director, Surface Reserve Personnel. Processes SELRES billet structuring and unit placement transactions for the Naval Surface Reserve. Provides liaison with echelon IV commanders, gaining commands, and program managers on all matters pertaining to force structuring and unit placement.

2. Tasks

a. Manages and administers force structuring and unit placement under the policies prescribed by COMNAVRESFOR and COMNAVSURFRESFOR.

b. Keeps the director informed on all major force structuring and unit placement matters. Makes recommendations as required to effectively manage force structuring and unit placement issues.

c. Directs, supervises, and coordinates the work of COMNAVSURFRESFOR (N13) staff.

d. Liaises with gaining commands, resources sponsors, program managers, and field activities on all matters pertaining to force structure at both the unit and billet level.

e. Validates and monitors all requests affecting force structuring and unit placement including the initiation of the Unit Action Letter (UAL).

f. Monitors billet structuring efforts by COMNAVSURFRESFOR (N13) staff as directed by the gaining commands, resource sponsors, and program managers.

g. Provides technical assistance to other commands concerning research, troubleshooting, and resolution of anomalies on the Reserve Unit Assignment Documents (RUADs).

h. Monitors all RHS entries implementing NAVSURFRESFOR infrastructure reductions.

i. Coordinates collection of all manpower related Base Realignment and Closure (BRAC) data call requirements for-SELRES populations.

j. Performs demographic studies on unit relocations, disestablishments, and establishments caused by closure actions.

k. Acts as point of contact with subordinate echelons to advise and direct manpower policy and procedures.

l. Assigns personnel as necessary to assist in command inspections as directed.

m. Conducts research analysis and prepare correspondence for manpower issues involving echelon II and above.

n. Represents NAVSURFRESFOR in conferences and working groups for echelon II, IV, and V commands.

o. Performs other duties as may be assigned.

**14 APR 1999**STAFF READINESS GENERAL/HEAD, MERCHANT MARINE SUPPORT DIVISION PROGRAM

N14 (NOBC 9067)

1. Function. Reports to the Director, Manpower and Personnel as a Naval Reserve Center Commanding Officer of the Merchant Marine Reserve, U.S. Naval Reserve (MMR, USNR) Program and its officers in the Merchant Marine Individual Ready Reserve Group (MMIRRG). Also serves as the Commanding Officer, NAVSURFRESFOR Consolidated Personnel Management Center. Directs and implements program management and training objectives with Program Sponsors, Technical Managers, Joint and Naval commands, Department of Defense (DoD) agencies, and civilian strategic sealift/logistics government agencies. Manages the Merchant Marine Reserve Program Office and the Consolidated Personnel Management Center.

2. Task

a. Maintains liaison with program sponsors, technical managers, technical advisors, and other Navy and DoD activities. Establishes requirements and plans to accomplish training objectives.

b. Assists in formulating management objectives and goals for assigned programs. Recommends policy changes to improve training.

c. Coordinates resources necessary to provide training support to include manning, funding, and instructional needs.

d. Develops funding requirements and POM issues for assigned programs. Prepares budget submissions and manages funds provided.

e. Determines distribution of appropriate O&MNR funds to support assigned programs.

f. Initiates and drafts instructions pertaining to management of assigned programs.

g. Drafts initial or response correspondence (letters/messages) on all issues pertaining to assigned programs.

h. Monitors and supervises assigned programs, maintaining such records as are necessary to provide a status of the programs.

i. Provides COMNAVSURFRESFOR representation and input at related seminars, conferences, and briefings.

j. Manages personnel and equipment assigned to the MMR Program Office.

k. Monitors and administers training requirements for Merchant Marine Individual Ready Reserve Group (MMIRRG) officers including: Processing Annual Training (AT) applications, AT. Waivers, and IDT Participation Authorization (IPA) Orders and uniform allowance claims.

l. Maintains an ADP database on MMR Officers participating in the MMIRRG.

m. Monitors MMR, USNR officer fulfillment of the commissioned service requirements of the MMR, USNR Officer Training and Service Agreement.

o. Coordinates with NAVPERSCOM and Naval Reserve Personnel Center (NAVRESPERSCEN) to monitor and provide information for MMIRRG officer microfiche and service records.

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- o. Assigns training to MMIRRG officers as necessary to meet the objectives of the program.
- p. Assigns members of the program, as needed, to meet the program sponsor/technical manager's special project requirements.
- q. Assigns MMIRRG officers to AT/Active Duty for Training (ADT) billets as requested by active duty commands for peacetime support.
- r. Nominates qualified MMR officers for Reserve Officer Promotion Selection Board membership, Naval War College, and National Defense University.
- s. Monitors the performance of program members and reports to the NAVPERSCOM Mobilization Disposition Board (MOBOARD) those officers no longer eligible.
- t. Maintains information flow to officers in the MMIRRG by all available means of communications.
- u. Drafts, prints and mails the MMR, USNR Annual Report newsletter to MMIRRG officers providing the Annual Report form, information on Naval Reserve training opportunities, obligations, and administrative procedures.
- v. Liaises with Naval Reserve Recruiting Command (NAVRESCUITCOM) for the recruitment of applicants meeting the requirements for MMR, USNR Direct Commissioned Officers.
- w. Liaisons with Commander, Chief of Naval Educational and Training (CNET), federal and state maritime academies to ensure potential MMIRRG officers have program requirement training.
- x. Updates NAVRESPERSCOM, the Commanding Officer of all Naval Reserve personnel in the IRR, current address and phone numbers of MMIRRG officers.
- y. Has "by direction" authority from Deputy Chief of Naval Operations (Logistics) (DCNO) (N4) to approve retirement points for professional training courses taken in a civilian capacity.
- z. Has by "direction" authority from DCNO (N4) to approve retirement points for merchant marine sea service when used to renew or upgrade unlimited U.S. Coast Guard Merchant Marine License.
- aa. Provides recommendations pertaining to designator requests.
- ab. Recommends recall to active duty, transfer to Standby Reserve (USNR-S2), retirement, or discharge as appropriate, those MMR officers who fail to fulfill the requirements of the U.S. Maritime Administration.
- ac. Recommends to NAVRESPERSCOM to requests Director of Selective Service System to declare "available" those officers of the MMR who fail to fulfill the MMR, USNR Training and Service Agreement who are not involuntarily recalled to active duty.
- ad. Monitors MMIRRG officers' medical compliance with USNR standards.
- ae. Administers the Surface Reserve Force National Billet Holder Support Center including management of the Individual Duty Training Travel (IDTT) budget.

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af. Facilitates all aspects of the Naval Reserve Billet Holder Program acting as the sole point of contact and central RSTARS administration site for IDT drill pay, AT, IDTT travel claim resolution, service records maintenance, as well as retirement point accreditation and SELRES benefit authorization.

ag. Administers the NAVSURFRESFOR Selective Service System and Trial Judiciary Activity Units ensuring all aspects of Naval Reserve administration is successfully maintained.

ah. Performs other duties as may be assigned.

#### MERCHANT MARINE SUPPORT SUPERVISOR

N14A

1. Function. Acts as Assistant Program Manager for the Merchant Marine Reserve Program under the direction of the Director, Surface Reserve Personnel. Assists with the direction and implementation of program management for MMR officer AT, correspondence, record maintenance, and report verification. Assists with the management of Merchant Marine Program office.

2. Tasks

a. Assists with data and records on MMIRRG officers to review individual officer performance.

b. Monitors AT waivers, designator changes, and award nominations and makes recommendations to Program Manager.

c. Assists with management of personnel and equipment assigned to the MMR Program office.

d. Coordinates information collected and processed through Merchant Marine Program ADP resources as necessary to meet requirements.

e. Assists with administration of national SELRES billets in COMNAVSURFRESFOR Consolidated Personnel Management Center.

f. Coordinates data and reports with NAVPERSCOM and NAVRESPERScen to provide information for MMIRRG officer microfiche and service records.

g. Assists with drafting of initial or response correspondence (letters/messages) on all issues pertaining to assigned programs.

h. Monitors MMR, USNR officer fulfillment of the commissioned service requirements of the officer training and service agreement and makes recommendations to the Program Manager.

i. Assists with drafting of periodic newsletters to MMIRRG officers providing information on Naval Reserve opportunities and administrative procedures.

j. Monitors MMIRRG Officers' medical compliance with USNR standards.

k. Performs other duties as may be assigned.

**14 APR 1999**

FTS LIAISON

N15

1. Function. Reports to the Director, Manpower and Personnel on all FTS manpower and manning issues.

2. Tasks

a. Provides management support for all FTS authorizations and manning issues for COMNAVSURFRESFOR and-subordinate activities.

b. Interfaces with COMNAVRESFOR, Enlisted Personnel Management Center, NAVRESPERS-CEN, COMNAVPERSCOM, and COMNAVSURFRESFOR subordinate activities on Activity Manpower Documents (AMD), REDCOM/RESCEN Staffing Standards, closure and relocation of NRAs, and their impact on ETS personnel. Interfaces with these commands for:

(1) All directed manning issues

(2) Enlisted manning inquiries

(3) Unplanned loss reports

c. Maintains and monitors all subordinate activities' AMDs.

d. Distributes AMD's on a quarterly, **or** as need basis on all Surface Reserve Activities to their echelon IV commands and serves as a primary point of contact for field inquiries on their proper management and usage in billet and manning related issues.

e. Assists in the development of ER, Shore and Fleet Manpower Documents (SMD, FMD) as they are completed by COMNAVRESFOR or Navy Manpower Analysis Center and verifies their accuracy. Serves as the primary point of contact for subordinate activities to dispute initial findings of ER/SMD/FMD if problems exist. Monitors all COMNAVSURFRESFOR subordinate activity billet moves and ensures they are executed as intended.

f. Researches and makes recommendations for resource sponsor adjustments for RPN/MPN end strength moves at COMNAVSURFRESFOR activities. Provides input to COMNAVRESFOR concerning end strength.

g. Compiles data and prepares correspondence to address FTS issues to higher and subordinate commands,

h. Prepares and collates manpower related closure data call requirements.

i. Monitors end strength allocations and provides recommendations via the chain of command to maximize use of limited assets.

j. Conducts impact analysis and provides recommendations to the chain of command on manpower changes, studies, conceptual changes or evolving business practices.

k. Prepares briefings, presentations, and stand-up orientation on manpower and manning related issues for command and field activity sponsored continuums, conferences, and meetings as needed.

l. Assists in evaluating and completing command inspections of echelon IV activities and other NRAs as directed.

m. Performs other duties as may be assigned.

**14 APR 1999**SEABEE PERSONNEL

N17

1. Function. Reports to the Director, Manpower and Personnel. Assembles data, conducts studies, effects program 7 (Naval Construction Force) billet assignments and monitors personnel management in support of Seabee personnel policies coordinated between the NAVSURFRESFOR and Naval Facilities Engineering Command (NAVFAC). Provides liaison with NAVFAC, Naval Construction Brigades/Regiments/Battalions, and Naval Reserve Readiness Commands and Naval Reserve Centers.

2. Tasks

a. Acts as principle advisor to the Director, Manpower and Personnel on Seabee personnel issues.

b. Supervises division personnel in completing assigned tasks.

c. Conducts research and prepares correspondence on Seabee personnel issues.

d. Represents COMNAVSURFRESFOR in conferences and working groups related to Seabee personnel.

e. Monitors billet assignment of all enlisted personnel in program 7.

f. Provides liaison with external commands via telephone, e-mail, and fax in resolving Seabee personnel related issues.

g. Coordinates changes to program 7 billets/units.

h. Monitors Civil Engineering Corp (CEC) officer billet assignments, orderwriting, and distribution.

i. Monitors the Construction Battalion - Veteran (CB-Vet) Program.

j. Performs other duties as may be assigned.

SEABEE OFFICER PROGRAMS/SEABEE PERSONNEL

N17A

1. Tasks

a. Responsible for the research and processing of SELRES CEC officer personnel:

(1) Grade waivers

(2) Designator waivers

(3) Age waivers

(4) Retention beyond age 60 waivers

(5) RFAS code waivers

(6) Requests for transfers to IRR

b. Prepares, modifies, and distributes SELRES CEC officer orders.

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- c. Maintains RTSS(TE) officer information for both personnel and billets.
- d. Maintains files on inactive duty training orders for all SELRES program 7 officers.
- e. Determines SELRES CEC officer billet vacancies for the National, Command, and Senior Officer Screening and Detailing Board.
- f. Assists NAVFAC in developing SELRES CEC officer policy.
- g. Maintains library of SELRES CEC officer policies for dissemination to subordinate commands.
- h. Maintains and tracks promotion data, twice failed to select data, and projected rotation date data for program 7 personnel.
- i. Uses databases to monitor execution of Seabee personnel policies including:
  - (1) RTSS
  - (2) Inactive Manpower and Personnel Management Information System (IMAPMIS)
  - (3) DFAS
  - (4) Navy Locator System
- j. Monitors IAP CEC officer personnel and recommends billet assignments to NAVFAC.
- k. Monitors unsatisfactory drill reports and makes recommendations to subordinate commands.
- l. Performs other duties as may be assigned.

SEABEE OFFICER PROGRAMS/SEABEE PERSONNEL

N17B

1. Tasks

- a. Responsible for the research and processing of SELRES enlisted personnel in program 7:
  - (1) Grade waivers
  - (2) NEC waivers
  - (3) Age waivers
  - (4) Retention beyond age 60 waivers
  - (5) RFAS code waivers
  - (6) High Year Tenure waivers
- b. Assists NAVFAC in the development and distribution of SELRES enlisted personnel policy.
- c. Processes program 7 SELRES enlisted personnel billet assignments and makes assignments in RTSS.

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- d. Maintains a library of all SELRES enlisted policy.
- e. Makes Seabee enlisted assignments to units based on priority of unit.
- f. Uses databases to monitor execution of enlisted Seabee personnel policies including:
  - (1) RTSS
  - (2) IMAPMIS
  - (3) DFAS
  - (4) Navy Locator System
- g. Liaisons with NAVFAC, brigades, regiments, battalions, REDCOMS/RESCENS to resolve enlisted problems.
- h. Monitors and makes billet assignments for all program 7 IAP SELRES enlisted personnel.
- i. Processes enlisted assignment waivers for Occupational Field (OF)-13 SELRES enlisted personnel.
- j. Liaisons with Recruiting Command recruiters for initial assignment of OF-13 SELRES enlisted personnel.
- k. Performs other duties as may be assigned.

SEABEE PERSONNEL ANALYST/SEABEE PERSONNEL

N17C

1. Tasks

- a. Monitors and processes all OF-13 SELRES enlisted unsatisfactory drillers.
- b. Monitors and ensures resolution of all program 7 enlisted personnel illegal assignment issues.
- c. Maintains database of Reserve Unit Identification Codes (RUIC) and Activity Unit Identification Codes (AUIC) for all program 7 units and nonprogram 7 units in which OF-13 personnel are assigned.
- d. Maintains database of billets for all program 7 units and nonprogram 7 units in which OF-13 personnel are assigned.
- e. Maintains database, tracks assignments, and liaisons with Naval Construction Battalion Reserve Support Site Supervisors on Construction Battalion - Veteran (CB-VET) assignments.
- f. Uses databases to monitor execution of enlisted Seabee personnel policies including:

- (1) RTSS
- (2) IMAPMIS
- (3) DFAS
- (4) Navy Locator System



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g. Assists NAVFAC with the generation of manning, CB-VET, and gains/losses reports.

h. Performs other duties as may be assigned.

## SECTION V

**14 APR 1999**DIRECTOR, OPERATIONS AND FLEET SUPPORT

N3 (NOBC 9065)

1. Mission. Manages and directs the operation of NAVSURFRESFOR in peacetime contributory support, afloat support, and exercises.

2. Function. Reports to the Chief of Staff. Coordinates AT and Active Duty for Training (ADT) for SELRES peacetime contributory support for NRF ships, shore commands, fleet exercises, and special project support for Navy and unified commanders.

3. Tasks

a. Tasks appropriate staff personnel and monitors progress to ensure sufficient accomplishment of assigned responsibilities.

b. Coordinates with all levels of the chain of command for all matters concerning Orderwriting Module (RIMS-OM) and teleticketing.

c. Oversees tracking and reporting of peacetime contributory support provided by COMNAVSURFRESFOR.

d. Coordinates, monitors, advises, and assists echelon IV commanders in the execution of their tasks and functions in relation to operations and fleet support policies to achieve the most effective peacetime contributory support employment of the NAVSURFRESFOR.

e. Budget execution responsibility: AT, ADT (special), ADT (Special Operations Forces), ADT Law Enforcement (LEO), Continuing Medical Education (CME), and Category "Hotel" (CAT-H) for voluntary training units.

f. Collects data, monitors trends, and is responsible for AT/ADT processes within COMNAVSURFRESFOR. Primary point of contact for echelon IV activities for order processing and teleticketing,

g. Oversees the allocation and tracking of COMNAVSURFRESFOR AT, ADT (Special), LEO, ADT (Special Operations Forces), and CME manday allocation.

h. Liaises with COMNAVRESFOR (N33) concerning orderwriting, travel, and teleticketing.

i. Ensures appropriate liaison is maintained between COMNAVSURFRESFOR and fleet Commander in Chiefs (CINCs) to ensure augmentation and support of active forces by COMNAVSURFRESFOR SELRES personnel.

j. Assists in command inspections of echelon IV commanders and other NRAs as directed.

k. Member Executive Steering Committee.

l. Performs other duties as may be assigned.

**14 APR 1999**  
FLEET SUPPORT OFFICER

N31 (NOBC 9059)

1. Function. Reports to Director, Operations and Fleet Support. Represents COMNAVSURFRESFOR in coordinating NRF ship schedules, AT, ADT, fleet exercises and special project support with Fleet CINCs, Atlantic and Pacific Fleet, U.S. Naval Forces Europe, Naval Force Commanders, activities, and commands having appropriate training available for Naval SELRES.

2. Tasks

a. Supervises and directs fleet support and monitors progress to ensure efficient accomplishment of assigned responsibilities.

b. Receives, screens, and coordinates unit/individual AT/ADT order requests from NAVRESREDCOMs/NAVRESCENS. Conducts direct liaison with active commands as appropriate.

c. Monitors fleet operating schedules and initiates action as required to cancel or modify orders as a result of schedule changes.

d. Represents COMNAVSURFRESFOR at scheduling conferences on matters related to the operation/exercise scheduling of NRF ships and other NAVSURFRESFOR units as required. Ensures the requirements for training periods are coordinated with the scheduling requirements involving material readiness, logistics support, and fleet training exercises. Reviews and approves the consolidated operating schedule before submitting to appropriate CINCs.

e. Acts as quota control for fleet exercises, NRF ship deployments and other special evolutions authorized for augmentation by COMNAVSURFRESFOR.

f. Monitors the COMNAVSURFRESFOR ADT manday allocation in support of surface units and fleet exercises.

g. Researches and collects historical data in preparing for annual ADT allocation to fleet CINCs and other major commands both afloat and ashore.

h. Oversees generation of SELRES advertisement messages for peacetime support, fleet exercises, and training requirements for surface units.

i. Provides direct liaison to COMNAVRESFOR (N16) for field commanders experiencing logistical problems with AT or ADT travel orders and airline tickets.

j. Issues the COMNAVSURFRESFOR Operations and Fleet Support Report.

k. Assists in command inspection of echelon IV commands and other NRAS as directed.

l. Develops procedures and recommends policy changes to improve responsiveness to fleet support requirements.

m. Performs other duties as may be assigned.

EXERCISE COORDINATOR

N31E

1. Function. Reports to the Fleet Support Officer. Coordinates and liaisons between all levels of the chain of command on all matters involving fleet exercises.

**14 APR 1999****2. Tasks**

a. Acts as quota control for fleet exercises and other special evolutions authorized for augmentation by COMNAVSURFRESFOR. Liaisons directly with fleet CINCs to obtain/confirm exercise requirements.

b. Receives, screens, and approves AT/ADT order requests from NAVRESREDCOMs/NAVRESCENS. Conducts direct liaison with active commands as appropriate.

c\* Drafts billet advertisement messages. Coordinates with NAVRESREDCOMs/NAVRESCEN to fill billets with qualified SELRES. Ensures orders, airline tickets, visas, and passports as required are processed correctly.

d. Monitors the COMNAVSURFRESFOR ADT manday allocation in support of fleet exercises.

e. Performs other duties as may be assigned.

**AFLOAT SUPPORT COORDINATOR**

N31F

1. Function. Reports to Fleet Support Officer. Coordinates peacetime contributory support requirements for Naval Reserve Force ships, Merchant Marine, and National Billet program, Inshore Undersea Warfare (IUW)/Mobile Inshore Undersea Warfare (MIUW) SELRES units, and Engineering Duty Officer at Sea program.

**2. Tasks**

a. Receives, screens, and coordinates AT/ADT applications, confirms assignments, and approves applications for further processing. Ensures that applications are submitted according to current COMNAVRESFOR and COMNAVSURFRESFOR policy.

b. Monitors the COMNAVSURFRESFOR ADT manday allowance for the support of NRF units involved in Law Enforcement Operations. Assigns tracking control numbers to all applications approved through this account.

c. Supervises staff personnel in the execution of assigned duties.

d. Generates SELRES advertisement messages for peacetime support requirements for NRF units. Manages AT/ADT budgeted mandays in support of NRF ships.

e. Serves as the single point of contact for deployed units to ensure that Selected Reservists scheduled to support units arrive on time and in the correct embark port.

f. Provides direction, advice and support to REDCOMs/RESCENS to ensure the smooth flow of AT/ADT applications in support of afloat operations.

g. Performs other duties as may be assigned

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FORCE SCHEDULER/SHORE SUPPORT OFFICER

N32/35 (NOBC 9059/9710)

1. Function. Reports to the Director, Operations and Fleet Support. Represents COMNAVSURFRESFOR in coordination of AT and ADT for training and peacetime support to shore-based commands, bureaus, bases, and stations. Responsible for compiling COMNAVSURFRESFOR peacetime support (PTS) statistics and PTS reporting to the chain of command. Monitors NAVSURFRESFOR AT and ADT expenditures, Oversees operation of the Defense Travel System, RIMS/OM and Satellite teleticketing printers at all field activities,

2. Tasks

a. Supervises and directs Shore Support and AT/ADT Tracking Divisions. Monitors progress to ensure efficient accomplishment of assigned responsibilities.

b. Provides liaison between COMNAVSURFRESFOR field activities and the staffs of various fleet CINCs, naval force commands, joint commands and shore activities to coordinate AT/ADT support. Oversees the preparation of training opportunity messages and maintenance of the Surface Reserve Force AT Opportunities page of the COMNAVSURFRESFOR site on the worldwide web.

c. Receives, screens, and coordinates AT/ADT order applications from echelon IV and V activities. Conducts direct liaison with active commands as appropriate.

d. Monitors execution of the Force's AT and ADT allocations. Regularly advises the chain of command on AT accomplishment status. Monitors execution of ADT suballocation accounts and provides regular statements of balances to account holders.

e. Assists COMNAVRESFOR (N3) Operations Department in development of proposals for suballocation of Naval Reserve Force ADT funding to fleet CINCs and other major commands.

f. Provides direct liaison between COMNAVRESFOR (N33) Orderwriting and Travel and field commands to resolve logistical problems with AT/ADT travel.

g. Prepares/reviews technical guidance and correspondence provided to the field concerning the operation and employment of the Defense Travel System, RIMS/OM, and teleticketing sites. Represents COMNAVSURFRESFOR on the RIMS and RESFMS Configuration Control Boards.

h. Represents COMNAVSURFRESFOR at seminars, conferences, and briefings involving current and changing policy issues on orderwriting and travel.

i. Provides input, changes, and updates to the COMNAVSURFRESFOR Surface Master Training Plan.

j. Develops procedures and recommends policy changes to improve responsiveness to supported commands, efficiency of operations, and mission effectiveness.

k. Performs other duties as may be assigned.

**14 APR 1999**SHORE SUPPORT SUPERVISOR

N32A

1. Function. Reports to the Force Scheduler/Shore Support Officer. Coordinates processing of AT/ADT applications for training and peacetime support at all shore based commands, bureaus, offices and stations. Supervises training and peacetime support opportunity message preparation and maintenance of the COMNAVSURFRESFOR AT Opportunities webpage and associated spreadsheets.

2. Tasks

a. Receives AT/ADT applications from echelon IV and V activities. Ensures applications are screened for compliance with Force fiscal policy and efficiently processed. Performs direct liaison with NRAs and active duty command points of contact as required.

b. Liaises with COMNAVRESFOR Orderwriting and Travel (N33) to resolve logistical problems related to Reserve travel.

c. Supervises training and peacetime support opportunity message preparation and maintenance of the COMNAVSURFRESFOR AT Opportunities webpage and related spreadsheets.

d. Performs other duties as may be assigned.

AT/ADT TRACKING COORDINATOR

N35A

1. Function. Reports to the Force Scheduler/Shore Support Officer. Develops, maintains, and monitors databases necessary to track AT and ADT execution. Provides input to the COMNAVSURFRESFOR (N01B) Budget Director and COMNAVRESFOR (N00F) Comptroller on the status of RPN execution. Monitors execution of ADT suballocation accounts.

2. Tasks

a. Maintains AT and ADT tracking databases to monitor Surface Reserve Force RPN execution.

b. Prepares regular accounting reports for the COMNAVRESFOR Comptroller, COMNAVSURFRESFOR Budget Director, and commands holding ADT suballocation accounts.

c. Serves as COMNAVSURFRESFOR point of contact on matters related to RPN execution, accounting, and reporting.

d. Performs other duties as may be assigned.

SEABEE SUPPORT OFFICER

N37

1. Function. Reports to the Director, Operations and Fleet Support. Coordinates AT and ADT for training and peacetime support provided by the Naval Construction Force to Navy, Marine Corps, and Unified Commanders. Monitors and coordinates travel orders obligated against program 7 manday allocations. Oversees implementation and support for COMNAVRESFOR information systems (RSTARS and RIMS/OM) used by program 7 units.

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2. Tasks

a. supervises program 7 orderwriting cell. Monitors progress to ensure efficient accomplishment of assigned responsibilities.

b. Provides liaison between COMNAVSURFRESFOR field activities and the Naval Construction Force.

c. Screens AT/ADT order applications from Naval Construction Force units. Provides confirmed assignments to all concerned. Liaises with active commands, Naval Construction Brigades, and NAVFAC as appropriate.

d. Monitors execution of program 7 mandays, Advises the chain of command of AT completion status and provides status reports to NAVFAC. Executes the suballocation of mandays prescribed by an annual budget board convened by NAVFAC. Monitors major suballocation accounts and provides status reports to account holders.

e. Provides liaison between COMNAVRESFOR (N33) and field commands for resolution of logistical problems associated with AT/ADT travel.

f. Represents COMNAVSURFRESFOR at seminars, conferences, and briefings involving current and changing policy issues on orderwriting and teleticketing, which impact the Naval Construction Force.

g. Develops procedures and recommends policy changes to improve responsiveness to supported Naval Construction Force commands.

h. Provides management oversight of the NAVFAC/NRCEP orderwriting site located at Naval Reserve Center, Gulfport, MS.

i. Performs other duties as may be assigned.

SEABEE SUPPORT COORDINATOR/SUPERVISOR

N371

1. Tasks

a. Screens and coordinates AT/ADT applications from Seabee Readiness Support Sites. Performs direct liaison with NRAs and Naval Construction Force units as required.

b. Processes AT/ADT order applications and monitors progress to ensure efficient handling of all requests.

c. Performs direct liaison with COMNAVRESFOR (N33) to resolve logistical problems relating to Reserve travel.

d. Makes recommendations for procedural improvements and policy changes to improve responsiveness to supported Naval Construction Force commands.

e. Performs other duties as may be assigned.

**14 APR 1999**MEDICAL SUPPORT OFFICER

N39 (NOBC 0002/0031)

1. Function. Reports to Director, Operations and Fleet Support. Coordinates all medical/dental support requirements for operations, exercises and peacetime support provided by NAVSURFRESFOR personnel.

2. Tasks

a. Provides direct liaison with senior and subordinate echelon commands on medical support requirements. Assists in coordinating Surface Reserve medical involvement in operations, exercises, and peacetime support.

b. Provides direct liaison amongst various Naval Medical Centers, Naval Hospitals, Naval Medical/Dental Clinics, and Marine Corps exercises requiring Surface Reserve augmentation.

c. Receives, screens, and coordinates unit/individual AT and ADT applications.

d. Coordinates with Marine Forces Reserve for medical/dental exercise support requirements. Coordinates SELRES advertisement messages. Coordinates with NAVRESREDCOMs/NAVRESCENS to fill billets with individual SELRES. Ensures orders, airline tickets, visas, and passports as required are processed correctly.

e. Tracks and monitors Bureau of Medicine and Surgery (BUMED) validated peacetime support requirements to ensure that billets are filled with qualified personnel.

f. Advises and consults with appropriate directorates on medical support requirements for programs 9, 32, and 46.

g. Executes COMNAVRESFOR guidance concerning expenditure of CME funds.

h. Performs other duties as may be assigned.



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## SECTION VI

DIRECTOR, PROGRAMS, PLAN, AND REQUIREMENTS

N5 (NOBC 9087)

1. Mission. Responsible for oversight and policy development of the Reserve programs assigned to COMNAVSURFRESFOR.

2. Function. Reports to the Chief of Staff. Manages, directs, and recommends programmatic actions including formulating objectives, goals, and policy changes for assigned NAVSURFRESFOR programs.

3. Tasks

a. Evaluates Surface Reserve roles and mission to determine viability and plan for execution of manning, training, and employment. Coordinates with Force planners advising COMNAVSURFRESFOR on impact of proposed program changes based upon resource, CINC, and program sponsor plans.

b. Participates in gaining command Reserve component planning as appropriate.

c. Develops proposals for Force restructuring based on changing mission, vision, and guiding principles.

d. Prepares recommendations for COMNAVSURFRESFOR actions for programmatic personnel and training items.

e. Assists in command inspections for echelon IV commanders, and other NRAs as directed.

f. Directs the actions of all departmental personnel assigned in the accomplishment of tasks.

g. Prepares briefing material for the Commander and Chief of Staff/Deputy Commander.

h. Develops POM issues.

i. Member Executive Steering Committee.

j. Performs other duties as may be assigned.

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PERSONNEL SYSTEMS/VTU (GENERAL)/MACG

N5A

1. Function. Reports to Director Programs, Plans and Requirements. Advises and assists the Director in the research and development of command policy related issues. Responsible for all aspects of program management for programs 34 and 40. Serves as the Administrative Assistant and receptionist for N5.

2. Tasks

a. Provides all program manager functions and support for assigned programs. Maintains liaison with CINCs, TYCOMs, CHINFO, REDCOMs, and other RLOs as appropriate.

b. Develops POM and budget requirements for units assigned.

c. Prepares the annual program guidance message to assigned field activities.

d. Monitors readiness of assigned units and takes action to address training and personnel deficiencies.

e. Participates in Navy Training Plan conferences as required.

f. Coordinates establishment and placement of units for programs assigned,

g. Coordinates distribution of additional drill periods for assigned units.

h. Represents COMNAVSURFRESFOR at program related conferences and seminars.

i. Perform other duties as may be assigned.

ADMINISTRATIVE ASSISTANT

N5A0

1. Function. Also serves as the Administrative Assistant and receptionist for all of personnel assigned to the N5 department. Provides clerical and administrative assistance to assist with facilitating the orderly execution of management responsibilities and the smooth functioning of N5.

2. Tasks

a. Proofreads and edits all correspondence originating from the N5 department.

b. Establishes and maintains official correspondence files.

c. Ensures necessary background data information is included with coorespondence routed to the Director, Programs, Plans, and Requirements (N5).

d. Makes arrangements for meetings and conferences including setting up meeting spaces, attendance, and required materials.

e. Maintains the travel budget for the N5 department.

f. Performs other duties as may be assigned.

**14 APR 1999**STAFF LIAISON/PLANS COORDINATOR

N5B (NOBC 9059)

1. Function. Reports to the Director, Programs, Plans and Requirements. Advises Director on status of Surface Reserve forces in OPLANS including mobilization ready to load dates. Represents the Commander at Planners and Time Phase Deployment Data (TPFDD) requirements conferences.

2. Tasks

a. Serves as technical expert and assists Unified and Fleet deliberate planners in identifying Reserve units for Operation Plans and Contingency Plans.

b. Monitors Reserve unit assignment into Time-Phased Force Development Data.

c. Coordinates COMNAVSURFRESFOR response to Reserve Forces' policy boards.

d. Develops POM issues for COMNAVSURFRESFOR.

e. Member executive steering committee

f. Performs other duties as assigned.

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COAST GUARD LIAISON OFFICER

N5C (USCG OBC 73185A)

1. Function. Liaison Officer between Commandant, USCG Headquarters (G-OPD), and COMNAVSURFRESFOR. Works within the Naval Expeditionary Warfare Directorate and assists with all USCG related issues.

2. Tasks

a. Serves as the USCG subject matter expert on USCG operational, doctrinal, and mission matters on the COMNAVSURFRESFOR staff.

b. Incorporates USCG input into the COMNAVSURFRESFOR Naval Expeditionary Warfare (NEW) doctrine/mission development process to promote interoperability and a unity of effort.

c. Coordinates with the Commandant (G-OPD) staff on USCG input to COMNAVSURFRESFOR plans.

d. Represents COMNAVSURFRESFOR and/or participates in various working groups, meetings, briefings, and conferences relating to USCG participation in NEW.

e. Participates in boards, committees, meetings, and working groups when NEW matters concerning the USCG or unique USCG capabilities are being considered.

f. Performs other duties as may be assigned.

**14 APR 1999**DIRECTOR OF FACILITIES

N5D

1. Functions. Reports to the Director, Programs, Plans, and Requirements. Serve as the field representatives of COMNAVSURFRESFOR for facilities management. Conducts a Facilities Management Program. Each Director of Facilities (DIRFAC) is responsible for multiple regions.

2. Tasks

a. Assists the echelon IV and V Commanders with land and facilities planning.

b. Identifies facility related resource requirements to maintain and improve the material condition, safety, and appearance of assigned land and facilities.

c. Assists the echelon IV and V commanders in proper and economic use of class I and II plant property.

d. Assists the echelon IV and V commanders to prepare and execute an annual budget for real property maintenance and repair, minor construction requirements within financial authority, utilities operation, and other engineering support.

e. Prepares an Annual Inspection Summary for supported commands.

f. Submits Special Project Summary List with DD Form 1391 for each project.

g. Ensures supported activities maintain facilities records per MIL-HDBK-1151 .

h. Updates and maintains Facilities Planning Data for supported activities.

i. Revises and submits the Military Construction Requirements List upon request.

j. Submits project documentation for all construction/alteration projects of Military Construction scope.

k. Reviews facility related Interservice Support Agreements, host/tenant agreements, permits, memorandums of understanding, easements (in-grants, out-grants), leases (in-grants, out-grants), and all other real estate agreements for assigned activities.

l. Functions as an engineering and environmental consultant and advisor in the overall management of assigned facilities.

m. Assists with project development for the Energy Conservation Program.

n. Advises activity commanders on proper disposal of all hazardous waste and the minimization of Hazardous Materials (HAZMAT) and waste.

o. Ensures potential for environmental impact is assessed on all construction and for any planned actions which could adversely impact the environment.

p. Assists the safety officer or echelon V command with project development for NAVOSH.

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q. Coordinates with assigned engineering field command division/activity as needed for historical preservation compliance.

r. Coordinates with assigned engineering field command division/activity on excessing real property.

s. Submits EPR documentation for environmental projects and expenses.

t. Provides overall planning and technical support to echelon V commands in managing environmental programs.

u. Performs other duties as may be assigned.

**14 APR 1999**FORCE FACILITIES OFFICER

N5D1 (NOBC 4205)

1. Function. Reports to the Director, Facilities Management. Manages the operation and maintenance of all Surface Reserve Force Facilities. Coordinates and plans for new construction, major repairs and special facilities projects.

2. Tasks

a. Provides technical engineering support, consultation, and planning for the construction, maintenance and repair of NAVSURFRESFOR facilities to the Force Commander and DIRFACs.

b. Advises on engineering matters pertaining to the operation and maintenance of assigned facilities.

c. Assists with the analysis and evaluation of the facilities to ensure maximum effective use of facilities and optimum and equitable allocation of resources.

d. Reviews military construction and maintenance and repair projects and submits property lists for these projects.

e. Serves as the liaison for all closure issues. Economically plans for the disposal of all facilities which are no longer required to support the mission of NAVSURFRESFOR.

f. Interprets, disseminates, and monitors compliance with the instructions, policies, regulations, and procedures concerning management of real property for the force.

g. Assists with and provides input for the preparing of facilities related instructions and notices.

h. Prepares, reviews, and revises documents for shore facilities planning program.

i. Conducts on site inspections and engineering evaluations of facilities, evaluates existing facilities, and plans for new construction.

j. Determines the best possible use of all existing facilities and economically plans for additional facilities required to support the mission.

k. Performs other duties as may be assigned.

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ASSISTANT FORCE FACILITIES OFFICER/ENGINEERING SUPERVISOR

N5D2 (NOBC 4205)

1. Function. Acts as the Assistant Force Facilities Officer, reporting to the Force Facilities Officer. Assists in the management of the operation and maintenance of all NAVSURFRESFOR Facilities.

2. Tasks

a. Acts as Force Facilities Officer and represents the Command during the Force Facilities Officer's absence.

b. Provides technical engineering support, consultation, and planning for the construction, maintenance, and repair of NAVSURFRESFOR facilities Force Facilities Officer and DIRFACs.

c. Assists and performs all other functions listed for the Force Facilities Officer.

d. Performs other duties as may be assigned.

FACILITIES ENGINEERING ASSISTANT

N5D3

1. Function. Reports to the Force Facilities Officer. Assists the Force Facilities Officer by providing technical support, consultation, and planning for the construction, maintenance, and repair of COMNAVSURFRESFOR facilities.

2. Tasks

a. Performs space analysis on Force facilities as required to determine proper usage of resources.

b. Compiles and maintains facilities databases to ensure that records are accurate.

c. Reviews engineering drawings, cost estimates, and scoping documents for compliance with facility needs.

d. Makes recommendations for policy decisions regarding usage of Engineering Aides assigned to DIRFACs.

e. Performs other duties as may be assigned.



**14 APR 1999**COMBAT PROGRAMS OFFICER

N51 (NOBC 9087)

1. Function. Reports to Director, Programs, Plans, and Requirements. Advises and assists the Director in the research and development of command policy related issues. Responsible for all aspects of program management for programs 2, 3, 4, 8, 10, and 42.

2. Tasks

a. Provides all program manager functions and support for assigned programs. Maintains liaison with CINCs, Type Commanders (TYCOMs), REDCOMs, and other RLOs as appropriate.

b. Develops the POM and budget requirements for hardware units assigned.

c. Prepares the annual program guidance message to assigned field activities.

d. Monitors readiness of assigned units and takes action to address training and personnel deficiencies.

e. Participates in Navy Training Plan conferences as required.

f. Coordinates establishment and placement of units for programs assigned.

g. Coordinates distribution of additional drill periods for assigned units.

h. Represents COMNAVSURFRESFOR at program related conferences and seminars.

i. Member Executive Steering Committee,

j. Performs other duties as may be assigned.

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ASSISTANT COMBAT SUPPORT PROGRAM MANAGER

N51A

1. Function. Reports to the Combat Support Program Manager. Coordinates and supervises the maintenance, repair, and modernization of all combat support forces throughout COMNAVSURFRESFOR. Develops equipment allowances, maintenance, repair, and modernization policy and casualty reporting guidance. Manages O&MNR and NG&RE funding.

2. Tasks

a. Monitors force material readiness by coordinating the planning and execution of equipments/systems repair, maintenance, and modernization.

b. Develops and administers force maintenance policies.

c. Maintains liaison with program and resource sponsors, systems commands. Navy technical activities and commercial contractors relating to the development, acquisition, and life cycle support of operating forces' equipment/systems.

d. Coordinates advanced planning and funding for the maintenance, repair, and modernization of operating forces' equipment/systems.

e. Manages O&MNR (AG/SAG 1C/6C) and NG&RE funding.

f. Develops forces' operations and maintenance, repair, and modernization budgets.

g. Performs other duties as may be assigned.

ASSAULT CRAFT UNITS (ACU)/MOBILE DIVING AND SALVAGE UNITS (MDSU) PROGRAM ASSISTANT

N51B

1. Function. Reports to the Combat Support Program Manager. Coordinates and supervises the maintenance, repair, and modernization of ACU and MDSU assets and equipment throughout COMNAVSURFRESFOR.

2. Tasks

a. Maintains ACU and MDSU forces material readiness by coordinating the planning and execution of equipment/systems repair, maintenance, and modernization.

b. Monitors and analyzes ACU and MDSU forces material readiness.

c. Recommends methods to enhance ACU and MDSU forces material readiness.

d. Provides expertise for material inspections, assist visits, and in response to technical assistance requests.

e. Performs inspections of small boats operated by NAVSUPPACT New Orleans on a semiannual basis.

f. Oversees the updating and maintenance of SABAR inputs from the Force.

g. Liaises with Explosive Ordnance Disposal Group (EODGRU) ONE and TWO on the scheduling of DORA assist visits and inspections.

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h. Liaises with ACU ONE and TWO on the scheduling of diesel inspection, assist visits, and maintenance inspections.

i. Prepares ACU/MDSU related POM issues, budget allocations, and resource request.

j. Performs other duties as may be assigned.

COMMAND CONTROL COMMUNICATION COMPUTERS INTELLIGENCE SURVEILLANCE  
RECONNAISSANCE (C4ISR) PROGRAM ASSISTANT

N51C

1. Function. Reports to the Combat Support Program Manager. Monitors the maintenance, repair, and modernization of Naval Coastal Warfare forces equipment throughout COMNAVSURFRESFOR.

2. Tasks

a. Identifies C4ISR equipment and systems requirements, assesses related facilities requirements, and interacts with technical model/program managers.

b. Maintains force material readiness by coordinating the planning and execution of equipment/systems repair, maintenance, and modernization.

c. Liaises with all COMNAVSURFRESFOR units that are associated with the C4ISR program.

d. Represents the command at appropriate DoD, Department of the Navy (DON), and industry technology seminars and conferences pertaining to C4ISR.

e. Develops standards and agreements for systems management with other nonrelated Naval activities and/or units.

f. Prepares C4ISR related POM/NG&RE issues, budget allocations, and resource requests.

g. Performs other duties as may be assigned.

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ASHORE LOGISTICS PROGRAMS

N52 (NOBC 1918)

1. Function. Reports to Director, Programs, Plans, and Requirements. Advises and assists the Director in the research and development of command policy related issues. Responsible for all aspects of program management for programs 6 and 30.

2. Tasks

a. Provides all program manager functions and support for NAVSURFRESFOR programs 6 and 30. National Program Manager for the Naval Expeditionary Logistics Support Force. Liaises with Resources Sponsors, CINCs, TYCOMs, Expeditionary Logistics Support Force staff, Naval Reserve Cargo Handling Training Battalion, REDCOMs, and other Reserve Liaison Officers (RLOs) as appropriate.

b. Develops the POM and budget requirements for program 6 units.

c. Prepares the annual program guidance message to assigned field activities.

d. Monitors readiness of assigned units and takes action to address training and personnel deficiencies.

e. Participates in Navy Training Plan conferences as required.

f. Coordinates the establishment and placement of units for programs assigned.

g. Coordinates distribution of additional drill periods for assigned units.

h. Represents COMNAVSURFRESFOR at program related conferences and seminars.

i. Member Executive Steering Committee.

j. Performs other duties as may be assigned.

**14 APR 1999**NAVAL CONSTRUCTION FORCE/CONSTRUCTION/BASES AND STATIONS PROGRAMS

N53 (NOBC 4315)

1. Function. Reports to Director, Programs, Plans, and Requirements. Advises and assists the Director in the research and development of command policy related issues. Responsible for all aspects of program management for programs 7 and 23.

2. Tasks

a. Provides all program manager functions and support for assigned programs. Serves as the National Program Manager for the Reserve Naval Construction Force. Maintains liaison with Resources Sponsors, CINCs, TYCOMs, Naval Facilities Engineering Command, Naval Construction Brigades, REDCOMs, and other RLOs as appropriate.

b. Develops the POM and budget requirements for units assigned.

c. Prepares the annual program guidance message to assigned field activities.

d. Monitors readiness of assigned units and takes action to address training and personnel deficiencies.

e. Participates in Navy Training Plan conferences as required.

f. Coordinates establishment and placement of units for programs assigned.

g. Coordinates distribution of additional drill periods for assigned units.

h. Represents COMNAVSURFRESFOR at program related conferences and seminars.

i. Member Executive Steering Committee.

j. Performs other duties as may be assigned.

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MAINTENANCE/EQUIPMENT ALLOWANCE

N53A

1. Function. Reports to the Construction and Repair Program Manager. Manages Civil Engineering Support Equipment (CESE), Civil Engineering End Items (CEEI), Materiel Handling Equipment (MHE), and other combat support forces equipment Tables of Allowance (TOA). Advises Commander on CESE procurement, administrative, operations, and maintenance issues.

2. Tasks

a. Plans and programs for the allocation, maintenance, repair, and modernization of force CESE, CEEI, and MHE.

b. Maintains force CESE readiness and Force equipment logistic readiness by coordinating the planning and execution of combat support forces CESE/equipment administration, modernization, and maintenance.

c. Monitors and analyzes force CESE and equipment logistics/operational materiel readiness.

d. Recommends methods to enhance force CESE and equipment logistics/operational materiel readiness.

e. Manages combat support forces equipment TOAs.

f. Provides CESE and equipment logistics expertise for materiel inspections, assist visits, and in response to technical/administrative assistance requests.

g. Performs other duties as may be assigned.

**14 APR 1999**COMBAT SUPPORT PROGRAM

N54 (NOBC 9087)

1. Function. Reports to Director, Programs, Plans, and Requirements. Advises and assists the Director in the research and development of command policy related issues. Responsible for all aspects of program management for programs 1, 12, 13, 14, 15, 21, 22, 26, 29, 33, 34, 35, 38, and 39.

2. Tasks

a. Provides all program manager functions and support for assigned programs. Maintains liaison with CINCs, TYCOMs, CHINPO, REDCOMs, and other RLOs as appropriate.

b. Develops the POM and budget requirements for units assigned.

c. Prepares the annual program guidance message to assigned field activities.

d. Monitors readiness of assigned units and takes action to address training and personnel deficiencies.

e. Participates in Navy Training Plan conferences as required.

f. Coordinates establishment and placement of units for programs assigned.

g. Assists in planning the distribution of additional drill periods.

h. Represents COMNAVSURFRESFOR at program related conferences and seminars.

i. Member Executive Steering Committee.

j. Performs other duties as may be assigned.

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STAFF JAG/LEGAL PROGRAMS

N55/N00J (ADDU to COMNAVSURFRESFOR)

1. Function. As Staff Judge advocate, reports directly to the Commander for all legal issues involving command. As the program manager, reports to the Director, Programs, Plans, and Requirements. Advises and assists the Director in the research and development of command policy related issues. Responsible for all aspects of program management for programs 36 and 39.

2. Tasks

a. Is the principle advisor to the Commander on all legal matters and issues. Processes and responds to all legal correspondence. Serves as legal advisor for staff personnel. Provides legal counsel and assistance as requested by other commands as time is available.

b. Provides all program management functions and support for NAVSURFRESFOR programs 36 and 39. Maintains liaison with CINCs, TYCOMs, REDCOMs, OJAG, COMNAVLEGSVCCOM, and other RLOs as required.

c. Assists with the development of POM and budget requirements for units assigned.

d. Monitors readiness of assigned units and takes action to address training and personnel shortfalls.

e. Drafts programs 36 and 39 portions of annual program manager guidance message to field activities.

f. Participates in Navy Training Plan conferences involving programs 36 and 39, and other programs which have Judge Advocates or Legalmen assigned.

g. Performs studies and makes recommendations regarding the establishment and location or relocation of units for programs assigned.

h. Assists in planning and distribution of additional drill periods and additional duty training mandays to support OJAG, COMNAVLEGSVCCOM, and other units having assigned Judge Advocates or Legalmen.

i. Represents COMNAVSURFRESFOR at program-related conferences and seminars.

j. Member Executive Steering Committee.

k. Performs other duties as may be assigned.



**14 APR 1999**CHAPLAIN/RELIGIOUS PROGRAMS

N56 (ADDU to COMNAVSURFRESFOR)

1. Tasks

a. National Program Manager for Naval Reserve Religious Programs. Maintains liaison and coordinates with the Chief of Chaplains, Chief of Naval Operations (OPNAV) Program Sponsors, Technical Managers, and gaining commands on religious matters.

b. Serves as the principle advisor to the Commander on all religious matters.

c. Serves as a religious advisor/counselor for staff personnel.

d. Performs other duties as may be assigned.

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MATERIAL MAINTENANCE MANAGEMENT (3-M)/GENERAL PURPOSE ELECTRONIC TEST  
EQUIPMENT (GPETE) DIRECTOR

N57

1. Function. Exercises primary responsibility for the operation and support of the Ships' 3M System and GPETE program within Naval Reserve Force (NAVRESFOR), including NAVSURFRESFOR shore activities, Naval Air Reserve Force (NAVAIRESFOR) activities and Naval Support Activity, New Orleans.

2. Tasks

- a. Manages the Reserve Intermediate Maintenance Activity (RIMA) program.
- b. Manages the 3-M and GPETE programs.
- c. Represents COMNAVRESFOR at all 3-M and GPETE conferences and meetings.
- d. Provides for 3-M System training for personnel associated with maintenance or maintenance management within the claimancy.
- e. Performs 3-M and GPETE inspections of NAVRESREDCOMs, NCWGRU, NAVSURFRESFOR assault craft, NAVAIRESFOR, NAS, and Facilities and the NAVSUPACT New Orleans.
- f. Maintains liaison with program sponsors and other Navy activities to establish the maintenance requirements for GPETE, training systems and other NAVRESFOR equipment.
- g. Serves as 3-M Type Commander representative for COMNAVSURFRESFOR and Commander, Naval Air Reserve Force (COMNAVAIRESFOR).
- h. Maintains a Memorandum of Understanding (MOU) with Naval Air Reserve Force concerning 3-M and Naval Air Traffic Control, Air Navigation Aids and Landing Systems (NAALS) equipment support.
- i. Represents COMNAVAIRESFOR at all NAALS conferences and working group meetings.
- j. Prepares 3-M and GPETE related POM issues, budget allocations and resource requests.
- k. Performs other duties as may be assigned.

3-M COORDINATOR/GPETE COORDINATOR

N57A

1. 3M Tasks

- a. Supervises the day to day operations of the TYCOM 3M System office, including installation, implementation, document handling, inspection, and training of assigned forces.
- b. Serves as the force technical expert on all 3M issues.
- c. Conducts reviews of the quantity and quality of 3M data submitted (Technical Feedback Reports, MDS documents, etc). Ensures accurate processing and prompt submission of 3M data.
- d. Conducts reviews of Casualty Reports (CASREPS), Safety Advisory and Mishap Reports, and Material Inspection reports.

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- e. Establishes and maintains a master Planned Maintenance System (PMS) library applicable to the force.
- f. Provides technical reviews of PMS Feedback Reports, validates maintenance procedures, and updates PMS documentation for assigned equipment.
- g. Conducts 3-M inspections and assist visits.
- h. Provides guidance for echelons 4 and 5 3-M coordinators.
- i. Prepares 3-M related correspondence and responds to 3-M related taskings.
- j. Performs other duties as may be assigned.

## 2. GPETE Tasks

- a. Serves as the force technical expert on all GPETE matters.
- b. Conducts GPETE inspections and assist visits.
- c. Maintains the Shore Test Equipment Allowance Program (STEAP) Table of Allowance for GPETE used by NAVRESFOR, NAVSURFRESFOR, and NAVAIRESFOR activities.
- d. Assists with the planning, direction, and coordination of the Force GPETE Program,
- e. Conducts liaison with program sponsors, equipment specialists, and Navy activities to establish and maintain the GPETE program.
- f. Provides guidance for echelons 4 and 5 GPETE technical representatives.
- g. Assists with preparing of GPETE related POM issues, budget allocations, and resource requests.
- h. Prepares GPETE related correspondence and responds to GPETE related taskings.
- i. Conducts GPETE inspections.
- j. Performs other duties as may be assigned.

## 3-M ASSISTANT

N57A1

### 1. Tasks

- a. Receives and tracks all PMS Feedback Reports.
- b. Assists with 3-M training.
- c. Drafts 3-M related correspondence and responds to 3-M related taskings.
- d. Maintains files of internal and external reports and correspondence and responds to research and record requests.
- e. Performs other duties as may be assigned.

**14 APR 1999**

PUBLIC AFFAIRS PROGRAMS OFFICER  
(ADDU to COMNAVSURFRESFOR)

N58

1. Function. Provides advice, consultation, and assistance to the Commander, staff, and units on all matters pertaining to internal/external relations and command information.

2. Tasks

a. National Program Manager for Naval Reserve Public Affairs Programs. Maintains liaison and coordinates with the Chief of Information (CHINFO), OPNAV program sponsors, Technical Managers and gaining commands on public affairs matters.

b. Serves as the principle advisor to the Commander on all public affairs matters.

c. Serves as a public affairs advisor for staff personnel.

d. Performs other duties as may be assigned.

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## SECTION VII

DIRECTOR, MANAGEMENT INFORMATION SYSTEMS

N6 (NOBC 9720)

1. Function. Reports to the Chief of Staff. Serves as principal advisor in all matters related to development, acquisition, implementation, and operation of Federal Information Processing (FIP) Systems, including microcomputer systems and peripherals, as they relate to the Surface Reserve Force requirements.

2. Tasks

a. Formulates information systems budget and monitors the use of all information systems resources. Includes: Development of claimancy policies, standards, and guidelines; execution of financial plans; effective usage and distribution of resources; Life Cycle Management; liaison with external agencies, and lower echelon commands.

b. Coordinates all NAVSURFRESFOR ADP issues with Director, Naval Reserve Information Systems Office concerning software and hardware acquisition, systems development, and claimancy policies.

c. Develops Abbreviated Systems Development Papers for NAVSURFRESFOR headquarters FIP system requirements.

d. Develops and maintains claimancy table of allowance for microcomputer system resources.

e. Develops, implements, and disseminates ADP security instructions for the claimancy. Serves as headquarters Information System Security Officer.

f. Troubleshoots and coordinates microcomputer system repair efforts for headquarters staff.

g. Schedules and coordinates computer training for headquarters personnel. Provides direct assistance to N00, N00B, and N01 and other Staff personnel as required.

h. Coordinates and processes all Secure Telecommunications Unit (STU) III requests for keying material and advises echelons IV and V activities on STU III procedures.

i. Voice Mail Systems Administrator.

j. Member Executive Steering Committee.

k. Member of COMNAVSURFRESFOR Inspection Team.

l. Performs other duties as may be assigned.

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## SECTION VIII

DIRECTOR, TRAINING AND READINESS/EDUCATION TRAINING PLANNING AND PROGRAMS  
OFFICER/GENERAL

N7 (NOBC 3215/9067)

1. Mission. Manages and coordinates training and readiness functions for the command.
2. Function. Reports to the Chief of Staff. Monitors the allocation and use of training resources in the NAVSURFRESFOR per established policies. Coordinates the initiation and implementation of training and readiness policies within the Naval Surface Reserve for optimum mobilization readiness within the constraints of allocated training resources. Responsible for overall mid-range and long-range Force training planning to include, but not limited to, resource requirements, organization analysis and future program development. Tracks and reports Force readiness posture. Identifies opportunities and makes recommendations to improve readiness. Manages school quotas not otherwise managed by COMNAVRESFOR.
3. Tasks
  - a. Tasks appropriate staff divisions and personnel, and monitors progress to ensure efficient accomplishment of assigned responsibilities.
  - b. Monitors, coordinates with, advises and assists echelon IV commanders in the execution of their tasks and functions in relation to training and readiness policies to achieve the most effective training and highest readiness of the NAVSURFRESFOR.
  - c. Assists in command inspections of echelon IV commands and other NRA as may be directed by COMNAVSURFRESFOR.
  - d. Assists in developing national objectives and performance goals as they relate to NAVSURFRESFOR training and readiness policies.
  - e. Maintains currency with budgetary planning matters as they effect schools (ADT), surface training, and technical training equipment.
  - f. Directs the preparation of periodic readiness and training reports submitted to COMNAVSURFRESFOR or higher authority as directed.
  - g. Oversees COMNAVSURFRESFOR mid-range and long-range training planning to ensure consistency, standardization and adequacy of COMNAVSURFRESFOR training programs.
  - h. Oversees the review, evaluation, and management of COMNAVSURFRESFOR audiovisual requirements.
  - i. Oversees the execution of matters relating to NAVSURFRESFOR readiness and training.
  - j. Oversees readiness analysis and reporting for COMNAVSURFRESFOR.
  - k. Serves as COMNAVSURFRESFOR point of contact as training support agent for the Naval Reserve Professional Development Center.
  - l. Develops POM issues for COMNAVSURFRESFOR with respect to training systems and equipment.

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- m. Serves as COMNAVSURFRESFOR point of contact for the Training Systems School.
- n. Member Executive Steering Committee.
- o. Liaises with CNET on training course development.
- p. Performs other duties as may be assigned.

**14 APR 1999**TRAINING OFFICER/ASSISTANT DIRECTOR, TRAINING

N7A (NOBC 3290)

1. Functions

a. Reports to the Director, Training and Readiness. Assembles data, conducts studies, prepares reports, and develops criteria to provide training analysis to the Director of Training and Readiness and COMNAVSURFRESFOR. Responsible for all matters relating to training policy. Ensures new policy issues and changes to existing policy are incorporated into the Surface Master Training Plan on a regular basis. Oversees development and revision of Surface Naval Reserve Naval Training Plan (NTP) and provides guidance on acquisition of equipment and system NTPs. Researches, formulates, drafts, and issues, in coordination with program sponsors, technical managers, gaining commands, surface program managers and readiness commands training requirements for SELRES billets.

b. Researches, formulates, drafts, and issues, in coordination with resources sponsors, technical managers, gaining commands, staff program managers, REDCOMs, Reserve centers and Reserve units, mobilization training requirements for each SELRES billet. Supervises the integration/implementation/evaluation of Billet Training Profiles (BTP) in respective NTPs into appropriate RBTRs resident in the RSTARS Headquarters System. Provides guidance in the employment of RSTARS Training Management (TM) module.

2. Tasks

a. Liaises with program managers to validate program requirements and correct systemic problems negatively impacting training.

b. Recommends information system software changes to support training programs.

c. Provides input for COMNAVRESFOR training instructions and notices.

d. Obtains input from program managers, staff, and field activities for AT budget.

e. Prepares, submits for approval, and manages training budget.

f. Maintains records of funding requests and comptroller documents related to expenditure of training funds.

g. Prepares midyear review input of training budget.

h. Processes requests from internal codes and field activities to determine status of funding expenditures.

i. Liaises with internal codes and field activities to determine status of funding expenditures.

j. Prepares surveys of field activities for training fund expenditures. Collects survey results, prepares reports of results and recommends action based on survey results.

k. Provides reports and data on training budget expenditures to internal codes. Maintains training budget and expenditure records for 3 years.

l. Directs the collection and structuring of change inputs for the Surface Master Training Plan and drafts change transmittals, as required.



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- m. Coordinates life cycle process of NTP development and revision.
- n. Maintains cognizance over the NTP contracting process through contracting agents and contractors.
- o. Attends NTP conferences, tracks NTP conference action items listed in NTP conference minutes and ensures appropriate responses for COMNAVSURFRESFOR action items.
- p. Reviews equipment and system NTPs for applicability to the Surface Reserve Force. Advises appropriate staff codes of applicability of these NTPs.
- q. Maintains research, development, and approval status of NTPs through liaison with CNO program sponsors, technical managers, gaining commands, and COMNAVSURFRESFOR program managers.
- r. Maintains liaison with gaining commands, technical managers, and Program Sponsors to ensure existing and proposed Reserve Billet Training Requirements (RBTRs) are satisfactory and are entered into the RSTARS(TM) Headquarters System.
- s. Supervises support staff in research and maintenance of RBTR database.
- t. Ensures new RBTRs are properly entered into the RSTARS(TM) Headquarters System and downloaded monthly to NAVRESREDCOMs and Reserve centers.
- u. Receives, tracks and answers Training Resource Requests (TRR) from field regarding RBTR issues.
- v. Provides technical guidance to the field concerning operations and employment of RSTARS(TM).
- w. Maintains the COMNAVSURFRESFOR RSTARS RBTP(SS) Headquarters System.
- x. Ensures NTPs are correctly reflected in respective RBTRs.
- y. Provides input regarding technical enhancements to RSTARS(TM) and Command Training Module (CTM) to COMNAVRESFOR.
- z. Drafts correspondence pertaining to RBTRs and general training issues.
- aa. Performs other duties as may be assigned.

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STAFF READINESS GENERAL/ASSISTANT DIRECTOR

N7B (NOBC 9067)

1. Functions

a. Reports to the Director, Training and Readiness. Assembles data, conducts studies, prepares reports, and develops criteria to provide training analysis to the Director of Training and Readiness and COMNAVSURFRESFOR. Responsible for all matters relating to training policy. Ensures new policy issues and changes to existing policy are incorporated into the Surface Master Training Plan on a regular basis. Researches, formulates, drafts, and issues, in coordination with program sponsors, technical managers, gaining commands, surface program managers, and readiness commands, training requirements for SELRES billets. Manages the training budget.

b. Researches, formulates, drafts, and issues, in coordination with resource sponsors, technical managers, gaining commands, staff program managers, REDCOMs, Reserve centers and units, mobilization training requirements for each SELRES billet. Provides guidance in the employment of RSTARS Training Management (TM) Module.

c. Researches, formulates, analyzes, and drafts the monthly Readiness brief for the Commander.

2. Tasks

a. Liaises with program managers to validate program requirements and correct systemic problems negatively impacting training.

b. Recommends information system software changes to support training programs.

c. Provides input for COMNAVRESFOR training instructions and notices.

d. Obtains inputs from program managers, staff, and field activities for AT budget.

e. Prepares, submits for approval, and manages training budget.

f. Maintains records of funding requests and comptroller documents related to expenditure of training funds.

g. Prepares midyear review input of training budget.

h. Processes requests from internal codes and field activities for training funds expenditures.

i. Liaises with internal codes and field activities to determine status of funding expenditures.

j. Provides reports and data on training budget expenditures to internal codes. Maintains training budget and expenditure records for 3 years.

k. Directs the collection and structuring of change inputs for the Surface Master Training Plan and drafts change transmittals, as required.

l. Supervises support staff in research and maintenance of RBTR database.

m. Ensures new RBTRs are properly entered into the RSTARS Headquarters System and distributed promptly to REDCOMs and Reserve centers.

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- n. Provides technical guidance to the field concerning operations and employment of RSTARS (TM).
- o. Maintains the COMNAVSURFRESFOR RSTARS Headquarters System.
- p. Provides input regarding technical enhancements to RSTARS(TM) and Command Training Module (CTM) to COMNAVRESFOR.
- q. Drafts correspondence on issues pertaining to RBTRs.
- r. Researches, formulates and drafts the monthly Readiness brief.
- s. Performs other duties as may be assigned.

RESERVE BILLET COORDINATOR

N71A/N71A1 (Training Requirements Supervisor)

1. Function. Reports to the RSTARS Officer. Responsible for all matters related to the creation and implementation of RBTRs. Ensures the implementation of revisions to Reserve Program NTPs. Coordinates with resource sponsors, technical managers, gaining commands, surface program managers, REDCOMS, Reserve centers and Reserve units, specific descriptions of mobilization duties, responsibilities and training requirements for each SELRES billet. Supervises the integration/implementation/valuation of Billet Training Profile (BTP) in applicable program NTPs into appropriate RBTRs resident in the RSTARS(TM) Headquarters System.

2. Tasks

a. Supervises the creation, maintenance, and implementation of Reserve Training Plans for Surface Reserve programs.

b. Liaises with the resource sponsors and technical managers to validate program training requirements.

c. Liaises with staff program managers to ensure existing and proposed RBTRs are executable.

d. Ensures the entry of new RBTRs into the RSTARS(TM) Headquarters System and distributes new RBTRs to field activities in a timely manner to ensure continuity of training.

e. Receives and processes TRR from the field and takes action as appropriate.

f. Provides technical guidance to the field concerning operations and employment of RSTARS(TM).

g. Coordinates monthly RSTARS updates to the field.

h. Performs other duties as may be assigned.

RTARS BILLET TRAINING INSTRUCTION

N71A2/3/4 (Construction and Repair Training Ashore Logistics Training and Combat Support Training)

1. Function. Reports to the Training Requirements Supervisor. Responsible for all matters related to the creation and implementation of Reserve training plans. Implements revisions of Surface Naval Reserve Program NTP. Coordinates with gaining commands, staff program managers, REDCOMS, RESCENS and Reserve units, specific descriptions of mobilization duties, and responsibilities and training requirements for each SELRES billet. Organizes the integration/implementation/evaluation of BTP in applicable program NTPs into appropriate RBTRs resident in the RSTARS(TM) Headquarters System.

2. Tasks

a. Creates, maintains, and implements Reserve Training Plans for Surface Reserve programs.

b. Liaises with staff program managers to ensure existing and proposed RBTR's are executable.

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- c. Enters new RBTRs into the RSTARS(TM) Headquarters System and distributes new RBTRs to field activities in a timely manner to ensure continuity in training.
- d. Receives, researches, and prepares answers for TRR regarding RBTRs.
- e. Provides technical guidance to the field concerning operations and employment of RSTARS(TM).
- f. Maintains the COMNAVSURFRESFOR RSTARS(TM) Headquarters System.
- g. Prepares monthly RSTARS updates to the field.
- h. Maintains correspondence files for surface programs.
- i. Performs other duties as may be assigned.

**14 APR 1999**EDUCATIONAL SPECIALIST/CURRICULUM AND INSTRUCTIONAL STANDARDS

## N72A Training Support

1. Function. Reports to the Director, Training and Readiness. Supervises and coordinates the Curriculum and Instructional Standards Office, Replication and Distribution Center and Technical Library. Ensures standardization of instructional techniques, curricula, and distribution of training material throughout NAVSURFRESFOR.

2. Tasks

a. Maintains quality assurance of training for the NAVSURFRESFOR within prescribed standards.

b. Acts as educational advisor to the Director of Training and Readiness.

c. Prepares reports on curriculum standardization.

d. Provides guidance and assistance to Curricula Development on administering and revising curricula and training aids.

e. Maintains liaison with CNET and other training activities regarding curriculum standards.

f. Serves as Chairman of the Master Training Specialist Board.

g. Manages COMNAVSURFRESFOR Civilian Training Inventory and Civilian Augmented Training programs.

h. Acts as principal representative for COMNAVSURFRESFOR at curricula standards conferences and planning meetings.

i. Manages the Replication and Distribution Shop, and Technical and Professional Library.

j. Ensures the proper administration and maintenance of the Technical Library.

k. Ensures the effective/efficient operation of the Replication and Distribution Center.

l. Monitors new technologies which have application to curriculum development, instructional strategies and evaluation procedures, and makes recommendations to COMNAVSURFRESFOR for implementation.

m. Ensures that safety is included as an integral part of all curricula.

n. Reviews and evaluates curriculum products.

o. Monitors pilots of Surface Training Series (STS) courses by attending pre-pilot and post-pilot meetings to ensure adequate validation of curriculum.

p. Ensures the annual review of all assigned curricula to ensure adequate quality and coverage, promote standardization and ensure the needs of the Surface Reserve Force are met.

q. Responsible for replication and distribution of training and other printed materials.

r. Supervises replication and distribution personnel.

s. Performs other duties as may be assigned.

**14 APR 1999**LIBRARIAN

N72A1

1. Function. Responsible for the administration/maintenance of the technical library, and developing/implementing appropriate administrative policies/procedures for the Defense Manpower Data Center (DMDC) search program. Orders, receives and maintains classified and unclassified technical, training, audiovisual, and reference materials.

2. Tasks

- a. Operates and maintains the Technical Library.
- b. Receives, reviews, and catalogs classified and unclassified technical and training materials. Briefs personnel who require access to classified material.
- c. Assigns STS numbers to COMNAVSURFRESFOR training publications.
- d. Prepares and maintains automated inventory and status control of technical and training materials.
- e. Lends and maintains library materials per COMNAVSURFRESFOR Library Standard Operating Procedures.
- f. Conducts DAVIS searches.
- g. Prepares printing requests for training and other materials.
- h. Proofs material received from printing for accuracy.
- i. Researches price estimates and processes request for replication.
- j. Maintains requisition logs and forms.
- k. Performs other duties as may be assigned.

MATERIAL HANDLER

N72A2

1. Function. Responsible for the complete warehousing operation. Operates gasoline and electric forklift/pallet jacks to load, unload, stack and move materials. Processes incoming and outgoing mail. Receives, packages, ships, and stores material.

2. Tasks

- a. Operates forklifts and pallet jacks in warehouses, walkways, and other spaces.
- b. Receives, packages, ships, and stores printed material.
- c. Prepares outgoing correspondence and material for mailing.
- d. Distributes completed material.
- e. Submits monthly reports of MHE.
- f. Prepares and packages printed materials for distribution.
- h. Performs other duties as may be assigned.

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SUPERVISOR, INSTRUCTIONAL SYSTEMS

N73A (Curriculum Development)

1. Function. Reports to the Director, Training and Readiness. Manages resources used for curriculum development within the NAVSURFRESFOR. Assists and advises the Director in all matters pertaining to curriculum and training device development. Monitors the performance of civilian contractors in the development of training curricula. Directly monitors curricula developed by DON personnel.

2. Tasks

a. Acts as principal advisor to the Director for curricula and training devices.

b. Reviews statements of work and planning documents for instructional packages, Audiovisual programs and training equipment, systems, and devices.

c. Coordinates with contracting agencies in the development of specific contract bid packages to ensure complete understanding of and compliance with COMNAVSURFRESFOR requirements attendant to developing comprehensive instructional systems and equipment.

d. Supervises the development and review of instructional materials, to include paper-based products that have both instructor, as well as, student guides; computer-based training in either diskette or CD-ROM formats; and training delivered via the worldwide web or other distance-learning methods developed in-house by contractor personnel or by other DON activities.

e. Prepares annual and midyear review curriculum development budget, Provides input into the POM.

f. Coordinates curricula and training systems funding requests.

g. Develops and maintains, with other staff codes, COMNAVSURFRESFOR instructions, and notices relating to curricula and training systems development.

h. Maintains liaison with CNO (N7), CNET, Naval Education and Training Program Management Support Activity, Navy Training Systems Center, Naval Personnel Research and Development Center, Naval Surface Warfare Center, and other Navy training activities concerning training curricula and equipment issues.

i. Reviews contract files, ensuring that pertinent technical correspondence, trip reports, invoices and other contract performance documents are preserved.

j. Reviews quality, inspects, and accepts services and deliverables as the government representative, providing notice of any discrepancies to the contracting officer. Reports possible contract deviations and discrepancies to the contracting officer.

k. Evaluates Defense Instructional Technology Information System/DAVIS reports for applicability of DoD courses to COMNAVSURFRESFOR training needs.

l. Serves as principal liaison and coordinator for Naval Surface Reserve unique curricula development projects.

m. Maintains a master record to track the status of curricula development projects.



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n. Assists in the oversight of developing and revising Surface Reserve specific NTP.

o. Performs other duties as may be assigned.

#### INSTRUCTIONAL SYSTEMS SPECIALISTS

N73A1

1. Function. Reports to Instructional Systems Supervisor. Monitors, coordinates, reviews and revises the design, development, production, distribution and evaluation of instructional training systems, and methodologies for NAVSURFRESFOR. Produces, directs and edits videotape training and internal information programs for the NAVSURFRESFOR. Serves as staff representative at contracted video shoots. Provides technical assistance to FTS personnel in the use of the hardware and software for interactive and multimedia training courses. Reviews draft and final training materials prepared by contractor or DON personnel to ensure compliance with curriculum development guidelines.

#### 2. Tasks

a. Monitors, coordinates, reviews and revises instructional design, and development of training materials and their supporting audiovisual programs.

b. Edits and reviews contract specifications and statements of work.

c. Reviews and edits contractor DON generated deliverables for quality assurance and ensures written comments follow the contract specifications or the applicable MOU.

d. Drafts rebuttals to contractor out-of-scope issues to prevent payment of unjustified cost overruns.

e. Maintains liaison with contractor officer representatives, subject matter experts, and various education representatives within DON, DoD, and the private sector to ensure training materials meet the needs of the NAVSURFRESFOR.

f. Reviews scripts, edits videotapes to combine visual and audio elements, corrects voice and sound levels, and deletes portions to meet required lengths. Incorporates special effects into video productions.

g. Acts as Surface Reserve representative at photographic and videotape location shoots.

h. Provides training and technical assistance to active duty support personnel in the use of interactive courseware, videotape, and computer-based training programs and systems.

i. Assesses the training impact and effectiveness of audiovisual training materials.

j. Performs quality assurance reviews of draft and final training materials produced by civilian contractors or DON organizations.

k. Ensures that audiovisual materials follow the contract specifications or applicable MOU.

l. Ensures that audiovisual materials follow the Instructional Systems Design regulations, to include DoD-HANDBOOK 292 and MIL STD 1379D.

m. Performs other duties as may be assigned.

**14 APR 1999**SELRES READINESS ANALYST

N74B

1. Function. Reports to the Assistant Director, Readiness (N7B). Assembles data, conducts studies, prepares reports, and develops criteria to provide readiness/training analysis, schools usage, and schools ADT funding execution reports to COMNAVSURFRESFOR.

2. Tasks

- a. Collects and prepares readiness data for statistical analysis.
- b. Analyzes statistical data to determine the actual or probable systemic causes of readiness changes.
- c. Records and retains historical readiness statistics and reports.
- d. Prepares readiness data for presentation in graph form to COMNAVSURFRESFOR.
- e. Liaises with staff program managers and echelon IV readiness officers to identify systemic readiness problems.
- f. Recommends information system software changes to support readiness analysis.
- g. Provides input to COMNAVSURFRESFOR for readiness issues.
- h. Analyzes and reports commissioned unit readiness.
- i. Prepares and conducts assigned staff readiness studies/briefings and assists in research for various readiness projects and reports.
- j. Performs other duties as may be assigned.

SELRES READINESS/NCEA MANAGER

N74B1

1. Function. Reports to the Assistant Director, Readiness (N7B). Maintains Non-Combat Expenditure Allocation for munitions for REDCOMS. Prepares Non-Combat Expenditure Allocation (NCEA) quarterly reports.

2. Tasks

- a. Maintains liaison with COMNAVRESFOR Weapons Officer for NCEA munitions.
- b. Prepares draft correspondence for ammunition/weapons.
- c. Recommends allocations of NCEA munitions to subordinate commands.
- d. Collects and consolidates quarterly NCEA reports from subordinate commands.
- e. Performs other duties as may be assigned.

**14 APR 1999**EDUCATION TRAINING PLANNING GENERAL

## N75B (Medical Training-Plans and Programs)

1. Function. Reports to the Assistant Director, Readiness (N7B). Assembles data, conducts studies, prepares reports and develops criteria to provide readiness/training analysis for medical training. Responsible for all matters relating to NAVSURFRESFOR medical training execution and planning. Provides input on new medical policy issues and changes to existing policy for incorporation into the Surface Master Training Plan. Provides input on the development and revision of Surface Naval Reserve Program NTPs for medical training.

2. Tasks

a. Analyzes data to determine actual or probable causes of Naval Surface Reserve medical program problems and deficiencies.

b. Liaises with REDCOM medical training officers to evaluate and monitor progress of training initiatives.

c. Liaisons and coordinates medical training initiatives with CNO program sponsors, technical managers, gaining commands, and REDCOMs.

d. Prepares and conducts assigned staff studies/briefings and assists in the research for various projects and reports relating to medical training.

e. Assists in the life cycle process of medical program NTP development and revisions.

f. Attends NTP conferences, tracks NTP conference medical action items. Provides responses and staff coordination.

g. Reviews medical equipment and systems NTPs for applicability to COMNAVSURFRESFOR and advises as appropriate on medical issues.

h. Develops a planning process for orderly revision of medical RBTRs per training priorities set by gaining commands. Assists with development of new RBTRs for programs 7, 9, 32, and 46.

i. Maintains liaison with COMNAVSURFRESFOR program managers to ensure existing and proposed RBTRs are executable.

j. Drafts initial correspondence on issues pertaining to medical training.

k. Provides COMNAVSURFRESFOR representation and input on medical training at program related seminars, conferences, and briefings.

l. Coordinates with Field Medical Service Schools Camp Pendleton/Camp LeJeune and REDCOMs in the planning, execution, and evaluation of the Navy Enlisted Classification Attainment Program (NECAP).

m. Evaluates training programs for Reserve medical/dental personnel with attention to mobilization readiness requirements of program sponsors.

n. Attends NECAP IDTT's to ensure field support.

o. Coordinates with Fleet Hospital Operations Training Command Camp Pendleton and the REDCOMs in the planning, execution, and evaluation of the Fleet Hospital Operations Training Course.

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p. Coordinates with Bureau of Navy Medicine, Naval School of Health Sciences (NSHS), COMNAVRESFOR, and REDCOM's in the planning, execution, and evaluation of Navy sponsored medical courses.

q. Maintains close liaison with REDCOM's and NSHS in the development, execution, and evaluation of HM/DT Proficiency Training.

r. Performs an annual review of the COMNAVSURFRESFOR NECAP instruction and guidance.

s. Tracks NECAP quota control, performs IDTT site visits, tracks after action reports, and prepares briefs for COMNAVSURFRESFOR.

t. Oversees COMNAVSURFRESFOR AT/ADT databases to track/process AT/ADT, CME, Special Operational Forces (SOF) schools budget, planning, and execution.

u. Supervises assigned civilian/military personnel.

v. Performs other duties as may be assigned.

**14 APR 1999**ADT/AT TRACKING COORDINATOR AND PROGRAM MANAGER FOR SCHOOLS

N75B1

1. Function. Reports to the Assistant Director, Readiness (N7B). Maintains and monitors COMNAVSURFRESFORs AT/ADT databases which are used to track AT/ADT planning and execution for SELRES to attend schools. Monitors school request to ensure that the school is on the ITP of the requester. Manages SELRES ADT (schools) budget.

2. Tasks

a. Maintains the AT/ADT tracking databases for all schools attended on AT/ADT orders.

b. Provides accounting data to CINCs who have been suballocated ADT mandays (schools).

c. Serves as the point of contact to CINCs who have been suballocated ADT mandays (schools) on all matters relating to AD/ADT (schools) manday execution, accounting, and reporting.

d. Process/inputs AT/ADT applications for schools in the Reserve Financial Management System.

e. Tracks and maintains ADT (schools) budgets for surface programs.

f. Liaisons with Naval Diving and Salvage Training Center, Expeditionary Warfare Training Group Pacific, COMNAVRESFOR, and CNET for execution of school quotas and ADT (schools) budget.

g. Drafts correspondence/messages on issues pertaining to Reserve schools.

h. Performs other duties as may be assigned.

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## SECTION IX

DIRECTOR HEALTH SERVICES/MEDICAL PROGRAMS

N9 (NOBC 0800/0031)

1. Mission. The Health Services Directorate directs and recommends the formulation of goals, objectives, and policy relating to all medical/dental issues for the NAVSURFRESFOR. Serves as the professional and technical advisor to COMNAVSURFRESFOR on medical/dental issues, health of the force issues, medical/dental readiness, and implementation of medical/dental policies throughout the NAVSURFRESFOR.

2. Function. Reports to the Chief of Staff. Advises, assists, manages, and coordinates health of the force issues and medical/dental readiness issues. Advises and assists the Director, Programs, Plans, & Requirements in the research and development of command policy related issues. Responsible for all aspects of program management for programs 9, 32, and 46.

3. Tasks

a. Maintains liaison with the BUMED, technical and specialty advisors, COMNAVRESFOR Force Medical Officer, COMNAVAIRESFOR Force Medical Officer, Marine Force Reserve Health Services, and other DoD and Navy activities to establish requirements and plans to accomplish mission objectives. Maintains liaison with civilian medical agencies and the medical agencies of the other services as appropriate.

b. Provides all program manager functions and support for NASURFRESFOR programs 9, 32, and 46. National Program Manager for Naval Reserve Fleet Hospitals. Maintains liaison with Resources Sponsors, CINCs, TYCOMs, Bureau of Medicine and Surgery, Marine Force Reserve, technical and specialty advisors, COMNAVRESFOR Force Medical Officer, REDCOMs, and other R-COGs as appropriate.

c. Liaises with the COMNAVRESFOR Force Medical Officer and echelon IV commands regarding management of health issues for all SELRES within NAVSURFRESFOR.

d. Advises and coordinates carrying out the policies and programs for improved recruiting and retention of medical personnel to achieve and maintain required medical/dental manpower levels.

e. Advises COMNAVSURFRESFOR on official directives and other communications appropriate to matters pertaining to medical/dental readiness.

f. Designates representatives to serve as members of COMNAVSURFRESFOR inspection teams.

g. Develops command presentations and provides input for staff conferences and briefings on all matters relating to Reserve medical help.

h. Advises on the credentialing process involving Naval Reserve Medical/Dental providers.

i. Develops and coordinates POM and budget requirements to ensure implementation and compliance with medical and dental readiness issues.

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- j. Attends conferences and seminars as COMNAVSURFRESFOR representative.
- k. Prepares the annual program guidance message to assigned field activities.
- l. Monitors readiness of assigned units and takes action to address training and personnel deficiencies.
- m. Participates in Navy Training Plan conferences as required,
- n. Coordinates establishment and placement of units for programs assigned.
- o. Coordinates distribution of additional drill periods for assigned units.
- p. Represents COMNAVSURFRESFOR at program related conference and seminars
- q. Member Executive Steering Committee.
- r. Represents the Commander at area Health Care Consumer Council meetings.
- s. Performs other duties as may be appropriate.

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FIELD SUPPORT SUPERVISOR

(Health Services Support/Health Care Operations)

N91

1. Function. Reports to the Director, Health Services. Manages, administers, and advises on the Health Services Program for the Surface Reserve Force. Responsible for coordination and oversight of the health services programs of credentialing of providers, human immunodeficiency virus testing, physical examination requirements, biohazardous waste training and disposal, immunizations, Tuberculosis (TB) control program, and medical readiness reporting.

2. Tasks

a. In conjunction with REDCOMs and the Centralized Credentialing and Privileging Authority monitors the credentialing of all health care providers.

b. Attends REDCOM Medical Department Representative conferences.

c. Attends Fleet Marine Force (program 9) Inspector/Instructor enrichment programs.

d. Maintains liaison with COMNAVRESFOR Force Medical Office and BUMED regarding physical examination and immunization requirements as they apply to NAVSURFRESFOR.

e. Serves on command inspection teams for Surface Reserve Force activities including Fleet Hospitals.

f. Serves as echelon IV point of contact for issues dealing with the health services program.

g. Assists in formulating management objectives and goals for Surface Reserve Force Health Services Program.

h. Point of contact for issues dealing with "wellness program" establishment and performance within the Surface Reserve Force.

i. Assists in development of all elements of the long-range plan for health services.

j. Coordinates with BUMED and COMNAVRESFOR Force Medical Office regarding quality assurance/quality initiatives related to the Surface Reserve Force.

k. Advises on the acquisition of medical equipment for echelons IV and V activities.

l. Coordinates with COMNAVRESFOR Force Medical Office on the authorization to conduct "hands on" medical activities in relation to providing health care for the NAVSURFRESFOR.

m. Serves as the staff TRICARE representative.

n. Drafts correspondence as appropriate and necessary.

o. Provides recommendation pertaining to enlisted award recommendations from field activities.



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p. Advises on instructions, notices, and other communications appropriate to matters relating to health care and health care operations.

q. Coordinates medical/dental readiness administration and field support. Provides guidance to the Surface Reserve Force on health services, policies, programs, directives, and fiscal requirements.

r. Serves as a board member, as appropriate, for the selection of qualified applicants for formal medical courses.

s. Performs other duties as may be assigned.

## ACRONYMS AND ABBREVIATIONS

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O&MNR . . . . .Operations and Maintenance, Naval Reserve  
 OPN . . . . .Other Procurement, Navy  
 OAR . . . . .One-Year Recall  
 PMS . . . . .Planned Maintenance System  
 POM . . . . .Program Objective Memoranda  
 PERSUPDET . . . .Personnel Support Detachments  
 RBTR . . . . .Reserve Billet Training Requirement  
 REDCOM . . . . .Naval Reserve Readiness Command  
 RESCEN . . . . .Naval Reserve Center  
 RFAS . . . . .Reserve Functional Area and Sex Code  
 RHS . . . . .Reserve Headquarters Support  
 RIMS-OM . . . . .Reserve Integrated Management System (Orderwriting  
                   Module)  
 RLO . . . . .Reserve Liaison Officer  
 RPN . . . . .Reserve Personnel, Navy  
 RSTARS(MP) . . .Reserve Standard Training Administration and  
 Readiness Support (Manpower Module)  
 RSTARS(TM) . . .Reserve Standard Training Administration and  
 Readiness Support (Training Module)  
 RTSS . . . . .Reserve Training Support System  
 RTSS(TE) . . . .Reserve Training Support System (Training  
                   Enhancement)  
 RUAD . . . . .Reserve Unit Assignment Document  
 SELRES . . . . .Selected Reserve  
 STEAP . . . . .Shore Test Equipment Allowance Program  
 STEPS . . . . .Standard Training Events Planning and Scheduling  
 STS . . . . .Surface Training Series  
 TAD . . . . .Temporary Additional Duty  
 TAR . . . . .Training and Administration of the Naval Reserve  
 TASWIT . . . . .Tactical Advanced Simulated Warfare Integrated  
                   Trainer  
 TAD . . . . .Training Device  
 TE . . . . .Training Equipment  
 TOA . . . . .Table of Allowance  
 TPFDD . . . . .Time-Phased Force Deployment Data  
 TRR . . . . .Training Resource Request  
 TSS . . . . .Training Systems School  
 TYCOM . . . . .Type Commander  
 USNR . . . . .United States Naval Reserve